

Job Description Form

Classification Date: August 2019

1. Job Type

2. Job Information

Title

Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The position for Associate Resettlement and Complementary Pathways Officer may be based in Country Operations, Regional Bureaux or Headquarters.

The incumbent's primary role is to support resettlement and complementary pathways activities in his/her Area of Responsibility (AOR) through identification of needs, submission of cases, monitoring procedural compliance, integrity and quality of case submissions, and ensure progress against targets. S/he takes part in assessing cases for resettlement and conducting interviews as well as monitoring procedural compliance and quality of case submissions. The role may also involve managerial responsibilities in supervising staff and affiliate workforce. S/he contributes to comprehensive protection and solutions strategies and needs to make resettlement both strategic as well as responsive to the needs of people of concern to UNHCR.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

4. Duties

- Identify, interview, assess resettlement and complementary pathways needs, and process cases identified for resettlement and complementary pathways following established procedures; provide counselling to individuals.
- Support monitoring of activities for resettlement and complementary pathways, as applicable, to ensure progress against targets, transparency and efficiency in case submissions and appropriate follow-up with resettlement countries and other key stakeholders.
- Review and provide timely feedback and guidance on resettlement submissions prepared in the country office/ by country offices to harmonize quality and consistency of resettlement delivery.
- Support the management of processes to ensure that persons of concern and partners receive up-to-date and accurate information on UNHCR's resettlement and complementary pathways policies and procedures.
- Support the implementation of UNHCR's global resettlement and complementary pathways policies, procedures and guidelines in the AOR.

- Ensure Standard Operating Procedures for identification of cases for resettlement and resettlement case management are in place and in line with UNHCR Global Standards.
- Support and contribute to measures that enhance the prevention, detection and response to fraud committed by persons of concern generally and in resettlement and complementary pathways in particular.
- Support senior management in maintaining regular contact and close cooperation with resettlement countries and partners to ensure effective delivery of resettlement and complementary pathways; and adherence to adequate protection standards.
- Support government officials and partners undertaking missions related to resettlement and complementary pathways.
- Assist selection missions by resettlement countries to the region/country operations.
- Stay abreast and analyse the implication of political, legal, social and economic developments in the AOR and recommend policy / strategic approaches to further UNHCR objectives with respect to resettlement and complementary pathways.
- Contribute to the development and enhancement of policy and guidelines for resettlement and complementary pathways practices.
- Systematically apply an Age, Gender and Diversity perspective in all aspects of the resettlement and complementary pathways process; comply with UNHCR policy and guidelines on HIV/AIDS.
- Promote and support the establishment of mechanisms for preventing fraud in resettlement and complementary pathways activities to maintain the integrity of the resettlement and complementary pathways process in the AOR.
- Assist in the production of up-to-date and accurate statistics, analytical reports on resettlement and complementary pathways, updates and briefing notes, including with regard to the trends, the country/ region's performance in meeting resettlement targets, challenges and responses.
- Contribute to comprehensive protection and solutions strategies in the country operation or region.
- Perform other related duties as required.

For jobs in the Regional Bureaux only

- Review and provide feedback and advice to country operations on their resettlement and complementary pathways strategies and priorities, to ensure that they are coherent and consistent with the regional strategy and are fully integrated into country operations plans.
- Assist offices in the annual planning exercise for resettlement and complementary pathways.
- Review and provide timely feedback and guidance on resettlement submissions prepared by country offices to harmonize quality and consistency of resettlement delivery; assist the supervisor in monitoring procedural compliance.
- Conduct periodic field missions to provide advice on the quality and consistency of resettlement submissions, decisions and activities.
- Assist in negotiating with resettlement countries the design and development of regional resettlement programmes and complementary pathways involving governments and non-governmental organisations in close consultation with the Resettlement and Complementary Pathways Service in the Division of International Protection (DIP) at Headquarters.
- Coordinate with DIP, other entities within the Bureau and country operations to ensure a comprehensive and consistent approach in the prevention, detection and response to fraud committed by persons of concern across the region.
- Collect resettlement and complementary pathways related information to be used by the Resettlement and Complementary Pathways Service in the DIP for external publications.
- Assist in assessing training needs, draw regional training plan and strategy and deliver resettlement, complementary pathways and related training to UNHCR staff, partners and other stakeholders as required.
- Contribute to a communications strategy that generates support from external parties for the expansion of resettlement and complementary pathways.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

<i>Political Science; Law; International Human Rights Law; or other relevant field.</i>	<i>Social Sciences; International Public Law; Refugee and Forced Migration</i>	<i>International Law; International Refugee Law; International Relations;</i>
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(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

Protection Learning Programme
Resettlement Learning Programme

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

At least 1 year of professional work experience relevant to refugee protection work, preferably within the international capacity. Demonstrated experience in casework or case management, preferably in a refugee or immigration context.

Desirable

Sound understanding and ability to implement UNHCR's policy and global strategic priorities, such as AGDM, IDP, Statelessness, and HIV/AIDS, in the area of responsibility at appropriate level. Diverse field experience. Experience working in a multi-cultural environment.

Functional Skills

PR-Resettlement/Repatriation/Voluntary Repatriation
PR-Resettlement Anti-Fraud Policy and Procedures
PR-Experience in Operations facing mixed migratory movements
DM-Database Management

(Functional Skills marked with an asterisk* are essential)

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***
*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***
*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

Managerial Competencies

Empowering and Building Trust
Managing Performance
Judgement and Decision Making

Cross-Functional Competencies

Analytical Thinking
Planning and Organizing
Political Awareness

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.