

Job Description Form

Classification Date: May 2020

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 Grade

Supervisor's Title

3. Organizational Setting and Work Relationships

The Associate Durable Solutions Officer can serve as a focal point for solutions related issues in a region, and reports to the Durable Solutions Officer, Protection Officer or, where appropriate, to the Senior Protection Officer or Head of Office. The incumbent may have supervisory responsibility for durable solutions staff.

The incumbent is relied upon to contribute to ensuring a conducive environment leading towards finding durable solutions. The Associate Durable Solutions Officer should participate in consultative processes within UNHCR and a broad range of partners to promote durable solutions and advance the efficiency of UNHCR's interventions. Activities to strengthen the involvement of refugee communities and their hosts in the design and implementation of solutions strategies are a critical element of the work.

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

- Implement activities in accordance with the comprehensive solutions strategy, with a view to finding durable solutions to the maximum number of PoCs.
- Participate in the planning of, and advise on opportunities for alternative solutions, including available regional and national legal frameworks.
- Participate in consultative processes within UNHCR and with a broad range of regional and national external partners to promote voluntary repatriation, local integration and resettlement.
- Meet PoC, assess their durable solutions needs and identify the most appropriate solutions for them.
- Monitor the implementation of the durable solutions strategy and provide advice for improvements.
- Analyse statistics, trends, and other documents, and draft reports.
- Interview and prepare Resettlement Referral Forms (RRF), in line with Resettlement SOPs.
- Interview candidates for local integration and prepare the appropriate documentation for onward submission to local authorities or partners, in line with Local Integration SOPs.

- Implement and contribute to the designing of national and regional comprehensive durable solutions strategies
- Engage national and local interlocutors on durable solutions issues.
- Authorize payments relating to durable solutions.
- Perform other related duties as required.

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; Economics;</i>	<i>Social Science; International Relations;</i>	<i>Law/International Law; or other relevant field.</i>
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(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

*HCR Protection Learning Prg
HCR Resettlement Lrng Prg
HCR RSD Lrng Programme*

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

Relevant Job Experience

Essential

Good knowledge of refugee issues and Human Rights doctrine. Very good reporting and writing ability.

Desirable

Diverse field experience. Knowledge of ProGress database software.

Functional Skills

**IT-Microsoft Office Productivity Software
MS-Drafting, Documentation, Data Presentation

(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

Judgement and Decision Making

Cross-Functional Competencies

Stakeholder Management

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.