



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ACNUR

Alto Comisionado de las Naciones Unidas
para los Refugiados

Multi-Country Office Argentina

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Ref: 22/AF/107–Vacancy announcement for RSD Assistant CONARE, UNOPS, Buenos Aires Argentina

Title of Post	RSD Assistant CONARE	Category/grade	LICA 4
Post Number	N/A	Type of contract	LICA UNOPS
Location	Buenos Aires, Argentina	Date of Issue	13 May 2022
Effective date of assignment and duration	15 June 2022 – 31 December 2022	Closing Date	23 May 2022

Operational Context

The United Nations High Commissioner for Refugees was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. It also has a mandate to help stateless people. In more than six decades, the agency has helped tens of millions of people restart their lives. The UNHCR Multi Country Office for Southern Latin America is located in Buenos Aires, Argentina from where it covers 5 countries: Argentina, Bolivia, Chile, Paraguay and Uruguay.

Argentina is a signatory of the main international human rights instruments. It is a State party to the 1951 Convention on the Status of Refugees and the 1967 Protocol. Argentina enacted the refugee act Law number 26.165 in 2006. The Law established a National Refugee Commission (CONARE) in charge of adjudicating asylum claims and finding durable solutions for refugees. It also established a CONARE' Executive Secretariat with specific tasks (article 31 of the Refugee Law No. 26.165) to conduct the refugee status determination procedure. The Law also contains the protection mechanisms of the 1951 Convention and 1967 Protocol and incorporates the broader definition of the 1984 Cartagena Declaration.

In line with the Brazil Declaration and Plan of Action (BDPA) which promotes improvements in the refugee status determination systems, strengthening the capacity and knowledge of authorities tasked with asylum as well as to ensure quality, efficiency and due process, Argentina has been implementing the Quality Assurance Initiative (QAI) since October 2013, in close collaboration with UNHCR.

The number of pending asylum applications in Argentina has significantly increased in recent years. In order to address this situation and among other measures being taken by authorities to strength CONARE's capacities, CONARE have requested UNHCR' support to temporally recruit and train eligibility staff to strengthen current performance of the CONARE's Executive Secretariat.

Organizational Context

The RSD Assistant is responsible for supporting all activities related to the processing of refugee claims. The RSD Assistant provides counselling to, and responds to queries from, asylum seekers and refugees regarding RSD procedures, their rights and obligations, including the status of the processing of their claims.

S/he is responsible for conducting COI and other research related to RSD and assist in drafting RSD Assessments. The RSD Assistant helps in compiling and analysing information related to the RSD activities, and in drafting related correspondence and reports. The RSD Assistant may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

Duties

- Persons of concern have fair and transparent access to RSD procedures
- Conduct eligibility interviews, and elaborate eligibility reports in accordance with formats and directions provided by the Eligibility Coordinator
- Conduct the eligibility interviews needed for determining the facts being attentive to alert the Eligibility Coordinator on the existence of elements to consider the treatment of the case under the ordinary procedure and/or its reassignment to a senior eligibility officer.
- Duly prepare her/himself for the eligibility interview, carefully reading all the information emerging from the administrative file and researching adequate/relevant country of origin (COI) information.
- Gather the pertinent and relevant COI for the analysis of the case.
- Provide counselling to, and respond to queries from asylum seekers and refugees, including in the context of the notification of negative RSD decisions
- Maintain accurate up-to date records and data related to all work on individual cases
- Systematically apply an age, gender and diversity (AGD) perspective in the performance of assigned functions.
- Stay abreast of legal, political, security and other developments which impact on the protection environment, and in particular on protection delivery through RSD
- Assist in monitoring RSD trends and in compiling and analyzing RSD statistics related to RSD case processing.
- Draft correspondence and reports relating to the RSD activities.
- Participate in training and update sessions organized by UNHCR in coordination with CONARE's Executive Secretariat.

Monitoring and Progress Controls

The incumbent will be supervised by the Associate Protection Officer at MCO Argentina and deliver a monthly report of her/his activities.

Essential minimum qualifications and professional experience required:

Qualifications and Experience

Education (Level and area of required and/or preferred education)

- Completion of secondary school. Desirable studies in Law.
- Desirable knowledge of international law, human rights, refugee law, international relations, political science or other related fields.
- Fluency in English and working knowledge of another relevant UN language or local language.

- Completion of UNHCR's RSD Learning Programme, COI Learning Programme, or Protection Learning Programme is an asset.
- Nationality: Argentinian or Temporary or Permanent Labour VISA with residence in Argentina.

Work Experience

- Job experience relevant to the function: 1 year.
- Desirable experience in working with vulnerable or traumatized individuals.
- Desirable working experience with procedures and principles related to RSD.
- Desirable experience in counselling asylum seekers or refugees.
- Desirable experience in data analysis and systematization.
- Desirable experience in report drafting.

Key Competencies

- Interest and sensitivity on multiculturalism, migration and humanitarian work.
- Team work capacities.
- Capacity to resolve problems, achieve goals and work under pressure.
- Good writing and investigation skills.
- Good computer skills.
- Analytical thinking.
- Respect the principle of confidentiality.

Submission of Applications:

- ✓ Candidates shall submit their application via e-mail to **argbuhr@unhcr.org**. Kindly indicate: **"LICA 4 RSD Assistant CONARE"** **"in** the subject line when applying by email including the following documents in PDF format:
 - Letter of Interest
 - Copy of relevant academic certificates
 - Updated United Nations Personal History Form (PHF) duly sign and its supplementary pages (if applicable). Download by clicking on the following link: <http://www.unhcr.org/recruit/pl1new.doc> & <https://www.unhcr.org/recruit/unhcr-phf-sup.docm>
- ✓ **No late applications will be accepted. Only shortlisted candidates will be contacted.** Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

- ✓ UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.