



VACANCY ANNOUNCEMENT

Position:	Durable Solutions Assistant
Category:	UNOPS Individual Contract Agreement (ICA)
Duty Station:	São Paulo, Brazil
Start Date:	14th of October 2013

The Durable Solutions Assistant will function under the direct supervision of Programme Officer, in close coordination with the Protection Unit. The incumbent has no direct supervisory functions. The incumbent will also refer to the UNHCR Manual and relevant policy papers concerning durable solutions for refugees and other persons of concern. The Durable Solutions Assistant will have frequent internal contacts within the office as well as external contacts to exchange a wide range of information.

1. DESCRIPTION OF RESPONSIBILITIES

1. Assist in the formulation and implementation of local integration strategies, in line with UNHCR policies and guidelines, including those related to AGDM, SGBV, LGBTI and BID, aiming at self-reliance, and mainstreaming age, gender and diversity;
2. Assist in planning and developing targeted assistance activities to enhance the economic self-reliance of refugees through promotion of income-generation activities and access to skills training and employment opportunities;
3. Liaise with relevant government stakeholders, civil society organizations and other UN agencies in the country in order to identify new partnership opportunities as well as strengthen or expand existing ones, with a view to improving and/or widening the range of support initiatives and services available to the population of concern so as to meet their specific needs, promote their access to livelihood opportunities and foster their local integration. This shall include active participation at meetings (subject to the availability of funds) from State Committees for Refugees and relevant Thematic Working Groups as well as support provision and coordination with relevant actors;
4. Monitor assistance projects for first country of asylum and resettled refugees and their impact on local integration and self-reliance, follow-up with implementing partners and beneficiaries, and make the necessary recommendations for improvement;
5. Undertake periodic visits to project sites as required, depending upon the availability of funds;
6. Provide technical support to implementing partners in order to ensure effective provision of referral and counseling services to people of concern to UNHCR (PoC);

7. Draft and review reports, assist in organizing workshops, trainings, seminars and other meetings on durable solutions, local integration, self-reliance, voluntary repatriation and/or other issues with a view to empower the refugees to manage their own affairs;
8. Liaise with partners to compile relevant statistics and data on durable solutions;
9. Contribute to the preparation of status and progress reports, draft project and fundraising proposals and other written documents;
10. Perform other duties as required.

2. MINIMUM REQUIREMENTS

2.1 Competencies:

a) Values

Integrity
Professionalism
Respect for diversity

b) Core

Accountability
Teamwork & collaboration
Communication
Commitment to continuous learning
Organisational awareness

c) Functional

Facilitating the Local Integration Process;
Facilitating the Resettlement Process;
Facilitating the Voluntary Repatriation Process;
Empowering refugees;
Liaising with External Contacts.

d) Cross-functional

Analytical thinking
Stakeholder Management

3. EDUCATION

3.1 Mandatory:

University Degree in International Relations, Law, Political Science, Social Work or other human rights-related field. A postgraduate degree in any of the before mentioned fields will be considered a strong asset.

2. JOB EXPERIENCE

Previous job experience: 3 years.

Job experience relevant to the post: 3 years.

3. LANGUAGES

Fluency in English and Portuguese are essential to perform the functions of the Post. Advanced Spanish and/or French knowledge is a strong asset.

5. DESIRABLE QUALIFICATIONS & COMPETENCIES

Communication and flexibility skills;
Computer skills;
Good knowledge of UNHCR's protection mandate;
Experience and/or training in the field of Human Rights;
Ability to work under pressure and in stressful situations.

6. REMUNERATION

The incumbent will receive a monthly salary of BRL 3,100/month (net). Health Insurance provided by VANBRED A.

All applications must be in English and contain a P.11 entry form, together with a motivation letter and scanned copies of tertiary studies certificates.

Please send your complete application to UNHCR by email to brabr@unhcr.org and rodoval@unhcr.org, with the subject title: Durable Solutions Assistant.

Please note closing date for internal applications is 15th of September 2013 (Sunday).

** Applications that do not meet the above specifications will be automatically disqualified.*

** Due to technical reasons, UNHCR-Brazil does not issue receipt of applications.*