



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification ⁽¹⁾: August 2012

(STANDARD)

PART 2A – IDENTIFICATION OF POSITION

Position No:

Position Title: **Durable Solutions Associate**

Position Grade: **G-6**

Position Location : Saltillo, Coahuila

Functional Group⁽¹⁾ : 2.3.d

Supervisor Position No., Title & Grade:

CCOG Code ⁽¹⁾ : 2.G.02

Job Code ⁽¹⁾ : 000206

Job Profile ⁽¹⁾ : 00000206

(1) To be completed by PCU

PART 2B – POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT. Define *the role of the position within the team*, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.

The Durable Solutions Associate reports to the Senior Field Associate in Saltillo and receives guidance from the Durable Solutions Unit at Branch Office level.

The Durable Solutions Associate is relied upon to contribute to the implementation of a durable solutions strategy. She/He works closely with protection, programme and field staff. Contributing to fostering an environment to enhance partnerships is a critical element of the work, as are activities designed to strengthen the involvement of refugee communities and their hosts in the design and implementation of solutions strategies.

The Durable Solutions Associate also ensures that persons of concern are involved with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, local authorities and protection and assistance partners.

The Durable Solutions Associate will implement a case management system in order to follow specific needs, establish referral pathways, accompany refugees' local integration process, including access to health, education, formal employment and other services.

2.2 FUNCTIONAL STATEMENT. Describe the accountabilities, responsibilities and authorities associated with the position.

Accountability (key results that will be achieved)

- Available durable solutions are implemented, in a manner which benefits the maximum number of persons of concern.
- Durable solutions strategies, policies and related Standard Operating Procedures (SOPs) are applied in a consistent, effective and transparent manner.

Responsibility (*process and functions undertaken to achieve results*)

- Provide counselling to refugees and other persons of concern to identify the most appropriate durable solution and to enable them to make a well-informed decision.
- Interview candidates for voluntary repatriation and prepare documentation for their return, in line with Voluntary repatriation SOPs.
- 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.
- Assist in updating the electronic databases for resettlement, voluntary repatriation and local integration, in line with Standard Operating Procedures.
- Process documentation to ensure that persons of concern receive the documents required for their durable solutions in a timely manner.
- Prepare statistical and ad-hoc reports to ensure accurate information is available and shared with relevant offices and partners.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Interview and advise on the appropriate durable solution to be provided to persons of concern.
- Prepare documents relating to durable solutions.
- Enter information into available databases, in line with SOPs.
- Draft and submit reports relating to durable solutions.

2.3 REQUIRED COMPETENCIES, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

<u>Code</u>	<u>Managerial Competencies</u>
1. <input type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input checked="" type="checkbox"/> X007	Political Awareness
8. <input type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED. Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

- Education: Completed Secondary Education in Humanities or equivalent, with Advanced training/certification in a related field.
- Job experience: Minimum 6 years of relevant work experience.
- Fluency in English and working knowledge of another relevant UN language or local language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

- Diverse field experience.
- Completion of PLP, RSD-Resettlement Learning Programme, Protection Induction an asset.
- Excellent knowledge in MS word, Excel and database management.
- Experience in Interviewing.