



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

Oficina Regional para el Sur de América Latina

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Buenos Aires, 20th August 2019

Ref: 19/AF/320 – Internal External Vacancy announcement for UNHCR Regional Office for Southern Latin America

Post Title	Assistant Resettlement Officer
Post Level	Temporary Appointment (NOA)
Duty Station	Buenos Aires, Argentina
Closing Date	27th August 2019 (inclusive)
Type of contract	From 1 st September 2019 to 31 st December 2019

General background of Project or Assignment:

- 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.
- The UNHCR Regional Office for Southern Latin America located in Buenos Aires, Argentina from where it covers 5 countries: Argentina, Bolivia, Chile, Paraguay, and Uruguay.
- An Assistant Resettlement Officer position is typically located at Regional Office, Branch Office or Field Office. Under supervision, the incumbent's primary role is to assist the supervisor in effective resettlement delivery of a given UNHCR Office in accordance with the UNHCR Resettlement Handbook, UNHCR Manual and relevant policy papers and publications. The Assistant Resettlement Officer provides important clerical and administrative support to resettlement operations and may as required take part in assessing cases for resettlement and conducting interviews. The incumbent maintains frequent contacts with his/her supervisor, relevant colleagues within the same Office or Offices under purview to exchange information and discuss issues on resettlement cases. Some contacts and communication at a working level are required with Embassy / Immigration Officials of resettlement countries, IOM as well as with other operating partners regarding resettlement issues.

Accountability (*key results that will be achieved*):

- Resettlement delivery in the country is needs-based, non-discriminatory and prioritized for refugees most in need of this solution.
- UNHCR's resettlement policies and standards are correctly and coherently applied.
- Persons of concern are made aware of UNHCR's resettlement procedures and have fair and transparent access to and participation in the resettlement process.
- Fraud in the resettlement process is promptly identified and addressed.

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

- Stay abreast of political, legal, social and economic developments that have an impact on the protection environment.
- Assist in implementing Standard Operating Procedures (SOPs) for promoting the resettlement of persons of concern as protection tool and durable solution in the context of comprehensive solution strategies.
- Assist in promoting and monitoring the implementation of UNHCR's global resettlement policies, procedures and guidelines.
- Assist in monitoring resettlement activities to ensure progress against targets, transparency and efficiency in case submissions and appropriate follow-up with resettlement countries and other key stakeholders.
- Identify, interview, assess resettlement needs, and process persons identified for resettlement following established procedures; undertake field missions as required; provide counselling to individuals.
- Assist selection missions by resettlement countries to the country.
- Systematically apply an Age, Gender and Diversity perspective in all aspects of the resettlement process; comply with UNHCR policy and guidelines on HIV/AIDS.
- Assist in mitigating resettlement fraud through oversight (including in-country travel), advice and guidance.
Assist the country operation with group resettlement procedures, including planning, profiling, logistical arrangements, verification and post-verification follow-up.
- Maintain regular contact and close cooperation with resettlement countries and partners to ensure effective resettlement delivery and adherence to adequate protection and resettlement standards.
- Participate, where appropriate, in country-level discussions with resettlement countries and partners.
- Assist in managing a process to ensure that persons of concern and partners receive up-to-date and accurate information on UNHCR's resettlement policies and procedures.
- Assist in the submission of up-to-date and accurate statistics, resettlement reports and needs assessments are submitted to management as required.
- Perform other related duties as required.

Essential minimum qualifications and professional experience required:

- Undergraduate degree (equivalent of a BA/BS) in International Law, International Relations, Political Science, Social Sciences or related fields of discipline plus minimum 1 year of previous work experience relevant to the function. Graduate degree (equivalent of a Master's) or Doctorate degree (equivalent of a PhD) may also be accepted.
- Knowledge of English and UN working language of the duty station if not English.
- Nationality: Argentinian

****For National Officer positions, very good knowledge of local language and local institutions is essential-*

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 desirable.
- Ability to understand and implement UNHCR's policy and global strategic priorities, such as AGDM, IDP, Statelessness, and HIV/AIDS, in the area of responsibility at appropriate level.
- Good IT skills including database management skills.
- Completion of the Protection Learning Programme, RSD- Resettlement Learning Programme.
- Knowledge of additional UN languages.

Submission of Applications:

- Candidates shall submit their application including a letter of interest, complete Curriculum Vitae, copy of relevant degrees and an updated United Nations Personal History Form (P.11 form – download by clicking on the following link: <http://www.unhcr.org/recruit/p11new.doc>), all documents must be in PDF format.
- All candidates should submit their application via e-mail to argbuadm@unhcr.org. Kindly indicate: “Assistant Resettlement Officer” in the subject line.
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- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.