



**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, December 5th 2019

**Ref: 19/AF/433– Internal and External Vacancy announcement for UNHCR National Office in Chile**

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Post Title	<b>Assistant Durable Solutions Officer</b>
Post Level	NOA- FTA
Duty Station	Santiago de Chile, Chile
Closing Date	<b>13<sup>th</sup> December 2019 (inclusive)</b>
Type of contract	FTA- 12 months (1 year)

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**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 Assistant Durable Solutions Officer can serve as a focal point for solutions related issues in a region, and reports to the Head of National Office Chile. The incumbent has supervisory responsibility for durable solutions staff.

The Assistant Durable Solutions Officer is relied upon to ensure the implementation of a durable solutions strategy, and to contribute to ensuring a conducive environment leading towards finding durable solutions. She/He works closely with protection and programme staff. Fostering an environment to enhance partnerships is a critical element of the work, as are activities designed to strength the involvement of refugee communities and their hosts in the design and implementation of solutions strategies.

**Overall purpose and Scope of Assignment:**

**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 the refugee or person of concern to make a well-informed decision.
- Interview candidates for voluntary repatriation and prepare documentation for their return.
- 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.
- 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.

**Essential minimum qualifications and professional experience required:**

- Undergraduate degree (equivalent of a BA/BS) in Political Science, Social Science, Law, International Relations or related fields with good knowledge of Refugee issues and Human Rights doctrine 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.
- Very good reporting and writing ability.
- Demonstrable computer skills.
- Knowledge of English and UN working language of the duty station if not English
- Nationality: Chilean or Temporary or Permanent Labour VISA with residence in Chile.

**Desirable:**

- Diverse field experience.
- Knowledge of MS office and ProGress database software.
- 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](mailto:argbuadm@unhcr.org) .

Kindly indicate: “**Assistant Durable Solutions Officer - NO Chile**” in the subject line.

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.