



**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**

Cerrito 836, 10º piso Tel.: 54 11 4815-7870  
(C1010AAR) Buenos Aires Fax: 54 11 4815-4352  
Argentina Email: argbu@unhcr.org

Buenos Aires, December 5th 2019

**Ref: 19/AF/434– External Vacancy announcement for UNHCR National Office in Chile**

Post Title	<b>Senior Durable Solutions Assistant</b>
Post Level	Individual Contractor UNOPS ( <b>LICA 5</b> )
Duty Station	Santiago de Chile, Chile
Closing Date	<b>13<sup>th</sup> December 2019 (inclusive)</b>
Type of contract	LICA 5 – 1 <sup>st</sup> January 2020 to 31 <sup>st</sup> December 2020

**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 Senior Durable Solutions Assistant reports to the Assistant Durable Solutions Officer.

The Senior Durable Solutions Assistant is relied upon to contribute to the implementation of a durable solutions strategy. Contributing to 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*)

- Durable solutions activities are carried out in accordance with Standard Operating Procedures (SOPs).
- Information and data related to durable solutions are up to date and securely maintained, in line with applicable SOPs.

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

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- Provide counselling to refugees and other persons of concern about their durable solutions needs.
- Interview candidates for voluntary repatriation and prepare documentation for their return, in line with Voluntary repatriation 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.
- Participate in identifying resettlement needs of refugees, in line with Resettlement 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.

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

- Education: Completed Secondary Education in Humanities or equivalent with advanced training/certification in a related field.
- Job experience: Minimum 4 years of relevant work experience.
- Fluency in English and working knowledge of another relevant UN language or local language.
- Nationality: Chilean or Temporary or Permanent Labour VISA with residence in Chile.

**Desirable:**

- 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

**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: “**Senior Durable Solutions Assistant LICA 5 - 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.