UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. BRABR/2020/004

Title of Post	**Senior Asylum Quality Assurance Initiative (QAI) Assistant**	**Type of contract**	**UNOPS**
Level	**LICA 5**	**Location**	**Brasília, Brazil**
Date of Issue	**9 January 2020**	**Closing Date**	**26 January 2020**

Operational Context:

Asylum systems face unprecedented demand and, as a result, have the challenge of providing answers that guarantee quality and efficiency in the refugee status determination process. As of September 2019, according to Federal Police data, Brazil has an accumulated 202,428 applications for recognition of refugee status of various nationalities.

Brazil is a signatory of the main international human rights instruments. Brazil is part of 1951 Convention on the Status of Refugees and 1967 Protocol. Brazil enacted the refugee act Law 9.474/97, in effect since 23rd July 1997. The law contains the protection mechanism of the 1951 Convention and 1967 Protocol and incorporates the broader definition of the 1984 Cartagena Declaration the formulation "generalized violation of human rights" which applies to situations of generalized violence and armed conflict.

The majority of refugees in Brazil has an urban profile and is formally granted access to social and economic rights such as health care, education and work, which remains the main challenge to refugee's self-reliance.

In 2014, Brazil adopted Brazil Declaration and Plan of Action, agreeing to work together to uphold the highest international and regional protection standards, implement innovative solutions for refugees and other displaced people and end the plight of stateless persons throughout the region within a decade. These commitments have become, therefore, the basis of UNHCR's advocacy strategy in the country, particularly its "Quality Asylum Programme".

The Quality Assurance Initiative (QAI) aims to evaluate and advance the quality and efficiency of national Refugee Status Determination (RSD) procedures and improve the functioning of national asylum systems so that they work more efficiently and fairly. The QAI objective is to develop RSD capacity and continuously improve the degree to which the needs of applicants are met for a simple, quick and fair processing of their refugee protection applications.

The QAI Associate is responsible for supporting all activities related to the processing of refugee claims in the Operation. S/he will assist in compiling and analysing information related to the RSD activities of the Operation, and in drafting related correspondence and reports. The incumbent will refer to the UNHCR Manual and relevant policy papers concerning the protection of refugees and other persons of concern.

Functional Statement:

Accountability:

- The RSD capacity of Government authorities and legal partners is progressively improved.
- Improved quality of first instance and appeal decisions. Measured by the fairness and efficiency of decision report in accordance with recommendations of Quality Asylum Initiative (QAI) Reports.
- Improved quality of interviews undertaken by eligibility officers. Measured by the fairness and efficiency of final interview in accordance with recommendations of QAI Reports.
- Number and quality of training and coaching activities provided.
- Reports on activities and progress presented.
- Draft resolutions submitted for discussion.

Responsibility:

- Support UNHCR in the implementation of QAI recommendations in Brazil, in particular by supporting the drafting of relevant resolutions and Guidelines on Procedures and Criteria for Determining Refugee Status.
- Conduct research, legal analysis and interpretation of the national and international legislation on issues related to the protection of refugees.
- Support the drafting of training materials and deliver training as required, in particular to eligibility officials and along the lines of QAI recommendations, but also to other Brazilian governmental agencies working with refugees and asylum seekers (migration, child protection and others).
- Work closely with Eligibility Officers and RSD Junior Assistants promoting the use of a consistent framework of analysis to assess claims, considering UNHCR guidelines and ensuring due and continuous follow-up to the implementation QAI recommendations.
- Support activities to strengthen fair and efficient RSD procedures and RSD decision-making, providing assistance on proceedings of eligibility, loss/cessation of refugee status and family reunification cases.
- Regularly assess training needs of staff engaged in RSD and related activities and provide on-going training and coaching on legal and procedural RSD issues.
- Assist in developing and maintaining processes to ensure that persons of concern, Government authorities and partners have accurate information on the RSD procedures, including standards, policies and practice.
- Work closely with the Screening Clerks, Database Analyst and Database Junior Assistant in monitoring RSD trends and in compiling and analyzing RSD statistics related to RSD case processing and other data analysis.
- Work closely with the COI Junior Assistants to strengthen the country of origin research, legal analysis and interpretation of the national and international legislation on issues related to refugee status determination.
- Support efforts related to the management and RSD procedures of current backlog of asylum cases, and support strategies to avoid new backlog.
- Contribute to initiatives to enhance national RSD capacities.
- Conduct other support activities, as defined and required by UNHCR.

Essential Minimum Qualifications and Experience:

- University degree in Law, International Relations, or other related fields.
- At least 2 years of relevant work experience in refugee law and refugee status determination procedures.
- Fluency in Portuguese and English is required (both oral and written).

Desirable Qualifications & Competencies:

- Advanced Spanish and French knowledge is a strong asset.
- Master's Degree will be considered a strong asset.
- Experience in interviewing and counselling asylum seekers or refugees.
- Experience in working with vulnerable or traumatized individuals.
- Experience in supervising and in providing protection and RSD training or coaching, guidance or advice to staff, including UNHCR and government staff.

Required Competencies:

- Excellent computer skills (MS office, including Excel, Word and PowerPoint).
- Flexibility and adaptability.
- Excellent interpersonal skills.
- Demonstrated ability to work with others in a team environment.

Eligibility:

All candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **signed Personal History Form to brabrhr@unhcr.org by January 26, 2020, with the subject line "BRABR/2020/004 - Senior Asylum QAI Assistant, Brasília"**. Application files must be named with the candidate´s full name, e.g. "NAME, LAST NAME – PHF".

The Personal History Form and its supplementary sheet can be downloaded in the following links:

https://www.unhcr.org/recruit/p11new.doc
https://www.unhcr.org/recruit/unhcr-phf-sup.docm

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to diversity and welcomes applications from all qualified candidates without distinction on the grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. All applications will be treated with the strictest confidentiality.