

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES, UNHCR
VACANCY NOTICE

Position Title: Senior Durable Solutions Assistant
Position N°: 10019338
Vacancy N°: 077-19
Category & Level: General Service, G-5
Contract Type: Fixed-Term Appointment
Location: Cali, Colombia
Closing Date: **12 June 2019**

ORGANIZATIONAL CONTEXT

The Senior Durable Solutions Assistant reports to the Durable Solutions Associate, Senior Durable Solutions Associate, Associate Durable Solutions Officer, Head of Office or Head of Sub Office.

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.

To find out more information about UNHCR, please visit our [website](#).

FUNCTIONAL STATEMENT

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*)

- 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.
- Perform other relevant duties as required.

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

- Interview and advice 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 & PROFESSIONAL EXPERIENCE

- 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.

REQUIRED COMPETENCIES

- Political Awareness

DESIRABLE QUALIFICATIONS AND COMPETENCIES

- 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
- Judgement and Decision Making
- Strategic Planning and Vision
- Analytical thinking
- Negotiation and Conflict Resolution
- Planning and organising
- Change Capability and Adaptability.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(PHF\)](#) and its [supplementary pages](#) (if applicable) by e-mail with “**VN- 077-19 LAST NAME Name – Senior Durable Solutions Assistant (G5) Cali**” in the subject line to colbovac@unhcr.org by **12 June 2019**.

Please use attached Personal History Form to apply. **Applications received in other forms will not be considered.** Contact information of previous employers must be included in the attached PHF form. If the space in the attached PHF form is not enough to include your employment record, please use the attached PHF Supplementary form. It is suggested to use Office 2013 to ensure a correct visualization of the PHF and PHF Supplementary forms.

Shortlisted candidates will be required to sit for a competency-based interview; a test may be administered. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>