

## United Nations High Commissioner for Refugees (UNHCR) Country Office Damascus, Syria

### **Vacancy Announcement No. UNHCR/VN/ 2018/74** **Internal/External Circulation**

<b>Position Title:</b> Resettlement Assistant	<b>Position Level:</b> G4	<b>Date Issued:</b> 10-Oct-2018
<b>Position No.:</b> 10014438	<b>Report To:</b> Resettlement Officer	<b>Closing Date:</b> 24-Oct-2018
<b>Section/ Unit:</b> RST	<b>Duty Stations:</b> Damascus	<b>Contractual Status:</b> Fixed-term Appointment

**Availability of the Post:** Immediately

#### **Accountability**

- 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.
- Suspected fraud in the resettlement process is promptly reported.

#### **Duties and Responsibilities:**

- Prepare written documentation for resettlement submission; ensure that records / files of individual cases are updated in a systematic and timely manner.
- Assess and review individual resettlement cases and prepare individual / group submission for scrutiny by the supervisor.
- Follow-up on cases from time of submission to final decision and departure.
- Comply with UNHCR's standard operating procedures on resettlement, ensuring timely action on cases.
- Assist in logistical arrangements of selection missions by resettlement countries.
- Coordinate travel and departure arrangements for refugees accepted for resettlement.
- Assist in maintaining and updating proGres or Consolidated Online Resettlement Tracking System (CORTS) database.
- Occasionally, assist in carrying out preliminary interviews and initial assessments, to process refugees for resettlement following established procedures.
- Occasionally, provide counselling to persons of concern.
- Provide administrative support for resettlement-related training activities, including organization of resettlement workshops and meetings as required.
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- Assist in maintaining accurate resettlement statistics as well as up-to-date records on individual cases; assist in the preparation of reports.
- Draft / type routine correspondence to Field Offices / Regional Offices / Headquarters.
- 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 by reporting suspected fraud.

#### **Authority**

- Provide counselling to persons of concern.

#### **Qualification Required**

#### **Education and Skills:**

- Education: Completion of secondary education with certificate. Additional training courses in international relations, international law or relevant fields required.

#### **Experience:**

- Job Experience: 2 years of job experience relevant to the functions.

**Languages:**

- Fluency in English and working knowledge of another relevant UN language or local language.

**Desirable Qualifications & Competencies:**

- Good knowledge of resettlement issues and UNHCR resettlement policies and operational applications.
- Completion of UNHCR specific learning/training activities.

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2018/74, Resettlement Assistant, Damascus**

All applications must be submitted by e-mail to: [SYRDAHUMANRES@unhcr.org](mailto:SYRDAHUMANRES@unhcr.org) indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

**Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.**

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/p11new.doc>

**Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.**

**Distribution:**

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