

**United Nations High Commissioner for Refugees (UNHCR)**

**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

**Vacancy Notice No 06/2017.**

<b>Title of Post</b>	<b>Senior RSD Assistant</b>	<b>Project</b>	<b>UNHCR RSD Morocco</b>
<b>Section/Unit</b>	<b>Refugee Status Determination</b>	<b>Contract Level</b>	<b>UNOPS / Local-Support ICA, Level 5 - <b>Part Time (50%)</b></b>
<b>Location</b>	<b>Rabat, Morocco</b>	<b>Duration</b>	<b>4 months/till 31/12/2017 with possibility of extension</b>
<b>Effective date of assignment</b>	<b>Immediately</b>	<b>Closing Date</b>	<b>25/08/2017</b>

**General Background:**

The Senior RSD Assistant is a member of the Refugee Status Determination (RSD) team. S/he is responsible for supporting all activities related to the processing of refugee claims in the Operation. The Senior RSD Assistant provides counselling to, and responds to queries from, asylum seekers and refugees regarding UNHCR's RSD procedures, their rights and obligations, including towards the host authorities, and the status of the processing of their claims. In discharging these responsibilities, the Senior RSD Assistant liaises closely with Registration, Community Services, Resettlement, and other Protection staff. The Senior RSD Assistant is responsible for conducting COI and other research related to RSD and maintaining the Operation's local repository of relevant information, guidelines and standards. S/he may also assist in drafting RSD Assessments. The Senior RSD Assistant assists in compiling and analysing information related to the RSD activities of the Operation, and in drafting related correspondence and reports. The Senior RSD Assistant may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

**Purpose and Scope of Assignment:**

- Conduct preliminary RSD interview and preparation of preliminary RSD assessment reports to be endorsed by the Refugee Status Determination Supervisor.
- Remain up to date on Country of Origin Information (COI) of the asylum seekers; ensure the COI data base in the office remain current by updating it regularly.
- Respond to the queries of the asylum seekers/refugees in a timely manner.
- Assist in providing counseling and guidance to asylum-seekers and refugees on Refugee Status Determination procedures, rights and obligations.
- Act as interpreter and translator when needed.
- Any other responsibilities/functions deemed necessary or as delegated by the Head of the office/ RSD Supervisor in order to meet the level of the services in the organization.

**Monitoring and Process Control:**

- UNHCR's RSD procedures are implemented in accordance with relevant UNHCR standards and policies, including policies related to age, gender, and diversity mainstreaming (AGDM).
- Persons of concern have fair and transparent access to the RSD procedures.
- Fraud in the RSD process is identified and appropriately addressed.

## **Qualifications and Experience:**

### **Education:**

- Completion of Secondary School and advanced training/certification in social work or a related field.
- Minimum 3 years of relevant professional job experience.
- Research and analytical skills.
- Excellent oral and written communication skills.

### **Work experience**

- Experience in counselling asylum seekers or refugees.
- Experience in working with vulnerable or traumatized individuals.
- Completion of UNHCR's RSD Learning Programme, COI Learning Programme, or Protection Learning Programme.
- Working experience with procedures and principles related to RSD.
- Knowledge of International Refugee Law and Human Rights Law and ability to apply the relevant legal principles.

### **Key Competencies:**

- Judgement and Decision Making
- Analytical Thinking
- Planning and Organizing
- Stakeholder Management

## **Submission of Applications:**

If you wish to be considered for this vacancy, please submit your **letter of motivation, CV and signed P11 form by e-mail clearly stating the Position Title, Vacancy notice number and your Last Name in the subject line to: [morrajob@unhcr.org](mailto:morrajob@unhcr.org) by the closing date.**

The Personal History Form (P11) is attached and also available at the following link: [http://www.unhcr.org/recruit/P11\\_UNHCR.doc](http://www.unhcr.org/recruit/P11_UNHCR.doc).

**No late applications will be accepted. Only short-listed candidates will be contacted. Shortlisted candidates may be required to sit for written test and oral interview.** UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training 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 achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.