



UNHCR

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

**INTERNAL/EXTERNAL VACANCY NOTICE
IVN 03/2017 –EVN 03/2017**

Title of Position: **Assistant Durable Solutions Officer**
Position Number: **10008284**
Location: **Belgrade**
Category and Level: **National Officer position (NOA)**
Duration: **As of 01 July 2017- initially one year**
Closing date: **19 June 2017**

1. DUTIES AND RESPONSIBILITIES

The Assistant Durable Solutions Officer can serve as a focal point for solutions related issues in a region, and reports to the Protection, Resettlement or Durable Solutions staff at the P2 or, where appropriate at the P3 level. The incumbent may have supervisory responsibility for durable solutions staff.

The Assistant Durable Solutions Officer is relied upon to ensure the implementation of a durable solutions strategy, and to contribute to ensuring a conducive environment leading towards finding durable solutions. She/He works closely with protection and programme staff. 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.

2. FUNCTIONAL STATEMENT.

Accountability (*key results that will be achieved*)

- Available durable solutions are implemented, in a manner which benefits the maximum number of persons of concern.
- Durable solutions strategies, policies and related standard operating procedures (SOPs) are applied in a consistent, effective and transparent manner.

Responsibility

- Provide counselling to refugees and other persons of concern to identify the most appropriate durable solution and to enable the refugee or person of concern to make a well-informed decision.
- Interview candidates for voluntary repatriation and prepare documentation for their return.
- Interview and prepare Resettlement Referral Forms (RRF), in line with Resettlement SOPs.
- Interview candidates for local integration and prepare the appropriate documentation for onward submission to local authorities or partners.
- 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

- 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.

REQUIRED COMPETENCIES:

Judgement and Decision Making
Analytical Thinking
Political Awareness

3. ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- University degree in Political Science, Social Science, Law, International Relations or related fields with good knowledge of Refugee issues and Human Rights doctrine.
- 2 years previous relevant job experience.
- Very good reporting and writing ability.
- Demonstrable computer skills.
- Excellent knowledge of English and working knowledge of another UN language.
- Very good knowledge of local institutions is essential

4. DESIRABLE QUALIFICATIONS & COMPETENCIES:

- Diverse field operational experience.
- Good IT skills including database management skills.

The applications accompanied by the motivation letter, completed P11 form (available at the internet address below) quoting the relevant vacancy number, must be received latest by **19 June 2017**, at the following address:

UNHCR/Human Resources, Krunska 58, 11000 Belgrade or
e-mail address: srbbe@unhcr.org

Only the short-listed candidates will be invited for test and interview
Candidates must be the nationals of the country or its legal residents

<http://www.unhcr.rs/opste/radite-sa-nama/radna-mesta.html>

Belgrade, 06 June 2017