



UNHCR

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

UNHCR Representation Office in Sri Lanka

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அகதிகளுக்கான ஐக்கிய நாடுகள் உயர் ஸ்தானிகராலய பிரதிநிதித்துவ - இலங்கை அலுவலகம்

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7 July 2017

Internal/External Vacancy Announcement

Title / Duty Station	- Durable Solutions Associate, Colombo
Grade	- UN Salary Scale – GL6
Type of Contract / Position No	- Fixed-Term / 10025900
Effective Date	- immediate

FUNCTIONAL STATEMENT: Under the direct supervision of the Assistant Protection Officer, Colombo, the incumbent needs to perform the following duties/responsibilities;

Accountability;

- 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 them to make a well-informed decision
- Provide all necessary support to the voluntary repatriation programme by assisting in the reception of returning refugees at the airport and ensuring that returnees receive the allotted assistance and are able to proceed returning to their places of origin in safety and with dignity.
- Prepare voluntary repatriation movement manifest and share with relevant counterparts.
- Prepare Reintegration and Transport grant spreadsheet and share with relevant partners.
- Communicate in Tamil with the returning refugees in order to provide them with the necessary guidance.
- Support the protection and solutions monitoring for the returning refugees in Colombo and the field.
- Interview applicants and prepare Resettlement Referral Forms (RRF), in line with Resettlement SOPs. Follow up on status of resettlement cases from submission to departure; ensure effective in-country communication on the status and follow-up on persons of concern being considered for resettlement; ensure that records on individual cases are kept up-to-date.
- Assist in updating the electronic databases for resettlement and voluntary repatriation 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
- Systematically apply an Age, Gender and Diversity perspective in all aspects of the durable solutions process; comply with UNHCR policy and guidelines on HIV/AIDS.
- Assist in mitigating fraud through oversight, advice and guidance.
- Performs other duties as required.

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.
- Draft and submit reports relating to durable solutions.

Required Competencies;

Political Awareness
Planning and Organizing
Analytical Thinking

Essential Minimum Qualifications and Professional Experience Required;

- Education: Completed Secondary Education in Humanities, Sociology, Law or equivalent, with advanced training/certification in a related field.
- Job experience: Minimum 6 years of relevant work experience.
- Fluency in English (written and oral) is required and working knowledge of Tamil is desirable.

Desirable Qualifications & Competencies;

- Diverse field experience.
- Completion of PLP, RSD-Resettlement Learning Programme, Protection Induction an asset.
- Excellent report writing abilities
- Excellent knowledge in MS word, Excel and database management.
- Experience in Interviewing.

Applications with an updated P11 (Personal History - available from any UN agency or can be accessed from our website <http://unhcr.lk/vacancies/>) should be submitted in a confidential sealed envelope marked "**Application for the Post of Durable Solutions Associate, RO Colombo**", addressed to Administrative/Finance Officer, 97 Rosmead Place, Colombo – 7, so as to reach UNHCR not later than 1630hrs on 22 July 2017 (*Only short-listed applicants will be contacted*).