



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 - Refugee Status Determination (RSD) Associate, Colombo
Grade - UN Salary Scale GL6
Type of Contract/Position No - Fixed-Term / 10023030
Effective Date - Immediate

FUNCTIONAL STATEMENT: The incumbent will be working under the direct supervision of the Senior RSD Associate, Colombo. The overall oversight and supervisory responsibility over the RSD Unit lies with the Senior Protection Officer.

Accountability;

- UNHCR's RSD procedures are implemented in accordance with relevant UNHCR standards and policies, notably the Procedural Standards on Mandate Refugee Status Determination, Handbook on Criteria and Procedures, Eligibility Guidelines, Position Papers and thematic Advisories issued by the Division of International Protection/Headquarters including policies related to sexual and gender based violence (SGBV), age, gender, and diversity mainstreaming (AGDM), amongst others.
- Persons of concern have fair and transparent access to UNHCR's mandate RSD procedures.
- Any fraud in the RSD process is identified, immediately reported in writing to the direct supervisor and appropriately addressed in consultation with the direct supervisor and senior management, consistent with UNHCR and country specific Standard Operating Procedures in this regard.

Responsibility;

- Meet and explain to asylum-seekers/individual applicants step by step procedures on RSD and provide relevant information prior to commencement of an interview.
- Through an interpreter, interview asylum-seekers in a timely, efficient and appropriate manner in order to determine the elements of their asylum claim/application for refugee status.
- Record in a verbatim and accurate computerised manner all questions asked and answers provided during every interview.
- Assess in an analytical and timely manner the elements of every individual application based on the UNHCR Handbook, applicable guidelines and standards; At least four to six individual cases need to be interviewed, documented and properly completed in a week.
- Undertake research on the country of origin in order to assess individual claims in an objective manner. In this regard, staying abreast of legal, political, security and other developments which impact on individual applications is also required.
- In the context of internal review, cooperate closely with reviewing officers to ensure appropriate and prompt finalisation of assessments and issuance of RSD decisions.
- Participate actively in RSD meetings and other RSD team activities.
- Facilitate and/or assist in RSD-registration related training workshops/sessions.
- As needed, as provide inputs for and assist in periodic RSD planning exercise.
- Provide appropriate counselling to, and respond to queries from asylum seekers and refugees including in the context of systematic and timely notification of negative RSD decisions.
- Record, upload and maintain accurate and up-to date daily record of all outputs on individual cases.
- In the course of performing RSD functions, assist in preventing and identifying fraud through careful observation of all attendant circumstances.
- Systematically apply an age, gender and diversity (AGD) perspective in the performance of assigned functions.
- Assist in monitoring and immediately report on any emerging RSD trends, other circumstances that could impact on RSD and/or specific cases.
- Compile and analyse statistics and information related to RSD.

- Assist in developing and ensuring that persons of concern, national authorities and partners have accurate information on RSD procedures, including applicable UNHCR standards, policies and practice.
- Draft correspondence and analytical reports relating to RSD and related activities of the Operation.
- Assist in registration functions as may be needed.
- Perform other functions as required.

Authority;

- Refer individual cases to other functional units in the Operation and/or external partners for appropriate follow-up, in accordance with applicable procedures.
- In consultation with the direct supervisor, counsel individual asylum-seekers on the reasons for negative RSD decisions, in accordance with the RSD SOPs, in a consistent and appropriate manner.

Required Competencies; (Managerial and Cross Functional);

- Judgement and Decision Making
- Analytical thinking
- Technological Awareness
- Negotiation and Conflict Resolution
- Policy Development and Research
- Planning and Organizing
- Stakeholder Management

Essential Minimum Qualifications and Professional Experience Required;

- Completion of Secondary School and advanced training/certification in humanitarian/social work or a related field. A university degree in Law, Human Rights, International Relations, Political Science or a related field will be an advantage.
- Minimum 6 years of relevant professional job experience.
- Excellent research and analytical skills.
- Excellent oral and written communication skills.
- Fluency and excellent drafting skills in English.
- Working knowledge of another relevant UN language or local language will be an advantage.
- Ability to work in a diverse and multi-cultural setting.
- Ability to work with and in a hierarchical team.
- Excellent computer/word processing (typing) skills and knowledge of other basic computer software.
- Possesses basic data entry skills.

Desirable Qualifications & Competencies;

- Training on refugee law and/or relevant aspects of International law.
- Working experience on interviewing people, registration, refugee status determination and/or related areas of work.
- Knowledge of relevant international norms and standards and ability to apply them.
- Experience in handling individual cases, counselling or similar functions.
- Experience in working with vulnerable individuals.
- Completion and application of UNHCR's RSD Learning Programme, Country of Origin (COI) Learning Programme, or Protection Learning Programme desirable.

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 RSD 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*).