



UNHCR

United Nations High Commissioner for Refugees

Haut Commissariat des Nations Unies pour les réfugiés

Vacancy Notice

Internal/External

Position Title: Durable Solutions Assistant
Position Grade: G4
Vacancy Number: SC-22-08
Duty Station: Tehran
Type of Contract: Local Individual Contractor Agreement under UNOPS

Interested applicants should directly send their Personal History Forms to the email address: irntevac@unhcr.org.

For more information, visit:

UNHCR website: <https://www.unhcr.org/ir/unhcr-iran/>

UN website: <https://iran.un.org/en/jobs>

Closing date: 22 August 2022

Please make sure you will mention the Vacancy Number (SC-22-08) in the subject line of your email.

Short-listed candidates may be invited for Written Exam.

Applicants who do not submit the Personal History Form; do not mention the vacancy number at the subject line of their emails, or those who apply after the deadline will not be included in the list of applicants.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against COVID-19.

Position Requirements:

1. Organizational Setting and Work Relationships

The Durable Solutions Assistant reports to a Durable Solutions Associate or Officer.

The incumbent provides clerical and administrative support to durable solutions operations. S-he maintains frequent contacts with colleagues within the same Office to exchange information. External contacts are mainly with implementing partners for the purpose of managing the logistics of the durable solution activities.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

2. Duties

- Assist in identifying and registering candidates for voluntary repatriation and prepare documentation for their return, in line with Voluntary Repatriation SOPs.
 - Assist in identifying and registering candidates for local integration and prepare the appropriate documentation for onward submission to local authorities or partners, in line with Local Integration SOPs.
 - Participate in identifying resettlement needs of refugees, in line with Resettlement SOPs.
 - 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.
 - Prepare documents relating to durable solutions.
 - Enter information into available databases, in line with SOPs.
 - Perform other related duties as required.
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3. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G4 - 1 year relevant experience with High School Diploma; or Bachelor or equivalent or higher

Certificates and/or Licenses

*HCR Protection Learning Prg
HCR Resettlement Lrng Prg*

Relevant Job Experience

Desirable

Diverse field experience. Experience in Interviewing.

Functional Skills

IT-Microsoft Office Productivity Software
DM-Database Management

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***

*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

4. Competency Requirements

Core Competencies

Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

Managerial Competencies

Not applicable.

Cross-Functional Competencies

Political Awareness
Analytical Thinking
Technological Awareness

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.