

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. UNOPS/001/2021**

Title of Post	Senior Resettlement Assistant	Category/grade	LICA, 5
Post Number	UNOPS/001/01	Type of contract	UNOPS
Location	Yumbe, Nakivale and Kyangwali	Date of Issue	8 January 2021
Effective date of assignment	1 February 2021	Closing Date	13 January 2021

Operational Context:

As of 1 January 2020, there were a total of (1,359,464) of refugees living in Uganda. 1,300,025 living in settlements; of which 66% are from South Sudan, 28% from Democratic Republic of Congo (DRC), 3% from Burundi, 1% from Rwanda, 1% from Somalia and 1% from other nationalities and 59,439 refugees living in Kampala from Congolese, Somalia, South Sudan, Burundi other nationalities. Urban population represents 4,3 % of the refugee population.

The overall resettlement co-ordination and management in Uganda is under the authority and supervision of the Senior Resettlement Officer (SRO) in Kampala. She is supervised by the Assistant Representative (Protection) and Deputy Representative (Protection). She is assisted by one P3 Resettlement Officer in Kampala.

The RST unit is managed by the Senior RST Officer who coordinate the overall RST activities. She is assisted by one RST Officer in Kampala.

Four reviewers with additional responsibilities are in Kampala and Kyaka. This includes the candidate under the current TOR.

RST processing centers are currently located in 7 locations: Kampala extension, Kyaka, Nakivale, Kyangwali, Adjumani, Arua and Yumbe

RST caseworkers are operating from those locations under the direct supervision of the Protection Officer in the field and technical supervision of the Resettlement expert in Kyaka and the Resettlement Officer located in Kampala.

Duties and responsibilities:

- Carry out preliminary interviews and initial assessments to process refugees for resettlement following established procedures.
- Prepare written documentation for resettlement submission; ensure that records / files of individual cases are updated in a systematic and timely manner.
- Assess and review individual resettlement cases and prepare individual / group submission for scrutiny by the supervisor.

- Provide persons of concern (PoC) with up-to-date and accurate information on UNHCR's resettlement policies and procedures.
- Comply with UNHCR's standard operating procedures on resettlement, ensuring timely action on cases.
- Follow up on cases from time of submission to final decision and departure; ensure effective in-country communication on the status and follow-up on PoC being considered for resettlement.
- Assist in maintaining and updating proGres or Consolidated Online Resettlement Tracking System (CORTS) database and provide technical support.
- Coordinate travel and departure arrangements for refugees accepted for resettlement.
- Organize logistical support for governments undertaking resettlement missions.
- Provide administrative support for resettlement-related training activities, including organization of resettlement workshops and meetings as required.
- Maintain accurate resettlement statistics as well as up-to-date records on individual cases; assist in the preparation of reports.
- Draft / type routine correspondence to Field Offices / Multi-Country Offices / Headquarters.
- Systematically apply an Age, Gender and Diversity perspective in all aspects of the resettlement process; comply with UNHCR policy and guidelines on HIV/AIDS.
- Assist in mitigating resettlement fraud by reporting suspected fraud.
- Recommend eligible cases for resettlement consideration.
- Provide counselling to PoC.
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

- High school diploma with additional qualification in International Law; International Relations or related field is required
- 5 years relevant experience with minimum of one-year experience working in resettlement in Uganda is required.
- Good knowledge of resettlement issues and UNHCR resettlement policies and operational applications is required.
- Completion of UNHCR specific learning/training activities (e.g., PLP and RSD/Resettlement Learning Programme, resettlement anti-fraud workshop) is required.

Required Competencies:

Core Competencies

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

Cross-Functional Competencies

- Technological Awareness

Eligibility:

Internal candidates: Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country. Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation (if such criteria are not met, former staff members can still apply as external candidates).

External candidates: External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.¹

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

Interested candidates who meet the above criteria should submit their applications online, using the following link: <http://unhcrjobs.imuganda.com>. Applicants should signup or login to access details of the advertised position by **the closing date**.

The Personal History Form and its supplementary sheet is attached.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing 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.

Refugees – who cares? We Do

¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.