

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL/ EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. JORAM/HR/2019/Vac/094**

Title of Post	Repatriation Associate	Category/grade	General Service, G6
Post Number	10031914	Type of contract	Fixed-Term Appointment
Location	Amman, Jordan	Date of Issue	02 September 2019
Effective date of assignment	01 January 2020	Closing Date	16 September 2019

Duration of initial contract: one year

Organizational Context:

The Repatriation Associate reports to the Senior Repatriation Associate, Associate Repatriation Officer, Associate Protection Officer, Repatriation Officer or Protection Officer in a Field Office, Sub Office or a Country Office.

The Repatriation Associate is relied upon to ensure the advancement of repatriation activities. She/he should implement the voluntary repatriation programme, in compliance with requisite standard operating procedures. She/he should contribute to ensuring that all repatriation movements respect the principle of voluntariness and occur in safety and dignity, with the full participation and support of persons and communities of concern.

Operational Context:

Refugee returns is a main operational trajectory of the UNHCR Jordan operation, with the Repatriation Unit being the main unit entrusted with all aspects of refugee returns. The role of the Repatriation Associate within the Unit will be to provide support across a variety of activities that the Unit is engaged in, including counselling, information provision, analysis, data gathering, building and maintaining relations with relevant authorities, capacity building and coordination with various entities (internal/external). Experience in protection and working with refugees or other displaced persons, and knowledge of relevant laws is essential. Furthermore, the candidate will need to demonstrate an ability to interact effectively with refugees on sensitive topics while considering an age, gender, and diversity approach, as well as demonstrate an understanding of how return operations unfold. Contextual knowledge of Jordan and Syria is indispensable for this position.

Specifically, the role will require that the incumbent broadly extend support to the ‘Counselling, Information and Coordination’ team and/ or to the Border team within the Unit. This includes (but is not limited to) the following activities/ responsibilities: Counselling and information provision for refugees planning or thinking about returning, including conducting return counselling, voluntariness assessments, and information sessions. Data collection and analysis, including participation in FGDs and intention surveys. Support coordination, in particular regular Durable Solutions WG meetings and data collection activities

with relevant partners as applicable. Border support, including accompanying refugees through border exit process at Jaber border, general support to return monitoring, identifying and finding solutions to issues faced by refugees at the border, and liaising with authorities where appropriate. The candidate will furthermore be expected to keep abreast of return related developments relevant to the region and globally.

The candidate should be flexible, a good team player, have strong inter-personal skills/ creative and demonstrate a commitment to continuous learning. He/ she may be expected to support roles and activities that are outside the scope of the job description due to the fluid nature of the work of the Unit. He/ she must be fluent in both English and Arabic, and easily communicate in both. It is also desirable that he/ she have experience in coordination and stakeholder management. The selected candidate must be able and willing to travel to different locations within Jordan where UNHCR has presence when required (e.g. Mafraq, Irbid, Azraq and Zaatari camps, Jaber border area).

Functional Statement:

Accountability (*key results that will be achieved*)

- UNHCR's policies and Standard Operating Procedures (SOPs) related to voluntary repatriation are applied.
- Return movements are organized with the full participation and support of refugees.
- Repatriation/ return data records and electronic databases are up to date, securely maintained and in line with applicable SOPs. Age, Gender and Diversity as well as participatory approaches to repatriation are implemented

Responsibility (*process and functions undertaken to achieve results*)

- Interview candidates for voluntary repatriation and ensure that they make informed decisions on returns, based on up to date information on the conditions in the country of origin.
- Prepare documents (including Voluntary Repatriation Forms) and ensure that refugees are provided with the appropriate documentation.
- Facilitate UNHCR's access and communication to/with individual and communities of concern, including through translation and cultural mediation.
- Participate in mass information activities aimed at informing refugee communities and other relevant stakeholders about the voluntary repatriation programme.
- Provide logistics and administrative support to voluntary repatriation border-crossing/return movements.
- Assist in monitoring the implementation of the voluntary return operation through consultations, regular field visits and monitoring tools.
- Gather and enter data related to return movements and conditions in areas of return and accordingly advise the repatriation/protection/programme units, as appropriate.
- Assess the specific needs of vulnerable categories of returnees during return movements and advise on responses
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Authority (*decisions made in executing responsibilities and to achieve results*)

- Interview candidates for voluntary repatriation and establish whether their decision is voluntary.
- In line with the existing SOPs, advise senior colleagues on which individuals to register for further return processing.
- Enter information on voluntary repatriation into available databases, in line with SOPs.
- Draft and submit reports relating to voluntary repatriation.

Essential Minimum Qualifications and Experience:

- Education: Completion of Secondary School with post-secondary course works/certificates and/or diploma in
- International Law or International relation or Political science or a related field.
- Job Experience: At least 6 years of previous relevant job experience.
- Demonstrated knowledge in UNHCR refugee protection standards, procedures for Refugee Repatriation and its policies and principles on durable solutions for refugees and others of concern to UNHCR.
- Fluency in English and working knowledge of another relevant UN language or local language.

Desirable Qualifications & Competencies:

- Completion of UNHCR specific learning/training activities (i.e.).
- UNHCR field experience desirable.
- Computer skills.
- Good knowledge of UNHCR's protection mandate and operations.

Required Competencies:

Cross-Functional Competencies

- Analytical Thinking
- Planning and Organizing
- 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.

Only applicants who have internal status are eligible to apply to vacancies that have been advertised internally. 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.

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:

If you wish to be considered for this vacancy, please submit your **letter of motivation and updated factsheet through the provided link <http://unhcrjordan.org/> by the closing date.**

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.

Distribution:

- All UNHCR staff members in Jordan.

- **CONSENT**

- The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

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