

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES  
BRANCH OFFICE ANKARA  
VACANCY NOTICE  
VN/10/14**

**Title of Post** : Resettlement Assistant  
**Category and Level** : National United Nations Volunteer  
**Duration** : 1 March – 31 December 2014  
**Location** : Ankara  
**Closing Date** : **20 February 2014**

**Functions:**

Under the direct supervision of Assistant Durable Solutions Officer and the overall direct supervision of the Senior Protection Officer the UNV volunteer will undertake the following tasks:

- Preparing files for resettlement submission; case summary writing.
- Interviewing refugees to fill out the Resettlement Registration Form (RRF).
- Preparing correspondence for the Ministry of Interior on individual cases' permission to travel to Ankara or Istanbul from satellite and border cities for interviews.
- Data entry of cases into "progress" database of recognized refugee cases transferred from Status Determination and Protection Unit.
- Filing in-coming /out-going correspondence.
- Participate in counselling mission to satellite cities.
- Conducting telephone counselling and gate counselling with refugees, when required.
- Performing other duties as required

**Qualifications:**

- ✓ University degree in social sciences, women's studies, development, law or other relevant fields
- ✓ Demonstrated familiarity with and knowledge of the basics of refugee law and international human rights law
- ✓ Demonstrated knowledge and experience in working with vulnerable groups and gender issues: women, children, and marginalized groups.
- ✓ Demonstrated experience in working with trauma victims would be an asset
- ✓ Strong interpersonal skills
- ✓ Good analytical skills, good drafting skills and good oral and written communication skills
- ✓ Cultural and gender awareness
- ✓ Integrity, Professionalism and Respect for diversity
- ✓ Ability to work effectively under stress and in crisis situations.
- ✓ Languages: Required: Excellent written and spoken English
- ✓ Computer skills: Good knowledge of MS Office programmes and Internet Applications
- ✓ Citizenship: Turkish
- ✓ Age: 22 and above in accordance with UN rules for National UNVs.

United Nations volunteers (UNV) are expected to promote volunteerism and engage in volunteering activities. More information about the UNV programme can be found at: [www.unv.org](http://www.unv.org)

If you wish to be considered for this vacancy, please apply in writing to

[turanhr@unhcr.org](mailto:turanhr@unhcr.org)

E-mail address directly referring to **Vacancy Notice VN/10/14**.

**No later than 20 February 2014**

Only short-listed candidates will be notified.

***Please note that the United Nations office is a smoke free environment.***