

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
BRANCH OFFICE ANKARA
VACANCY NOTICE
VN/09/14

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

Functions:

Under the supervision of Refugee Status Determination Officer the UN Volunteer will be responsible for:

- Conducting refugee status determination interviews, drafting legal assessments and making recommendations on refugee status, in accordance with UNHCR guidelines and the RSD Procedural Standards.
- Providing RSD counselling to refugees, informing and acting upon reports received from refugees within the refugee community or from the local authorities, and following up on protection issues with the authorities concerned, including court cases concerning refugees.
- Conducting research (on country of origin and legal issues), managing and improving the country of origin knowledge base, reporting on general trends in the relevant countries of origin and replying to queries on specific legal and protection issues, while referring to the supervisor or seeking for advice on more complex issues.
- Assisting in training and coaching RSD and registration staff, and in building the capacity of the authorities to conduct RSD and provide effective protection.
- Performing other duties, as required.

Qualifications:

- Minimum of 22 years of age.
 - Citizenship: Turkish
 - University degree in (International) Law, Political Science or International Relations, regional studies or other relevant field
 - Demonstrated familiarity with and knowledge of basic international refugee and international human rights law
 - Legal Knowledge and the ability to apply legal principles
 - Good analytical skills, good drafting skills and good oral and written communication skills
 - Ability to deal with persons with special needs, including unaccompanied children, and persons with disability or persons affected by serious trauma
 - Experience in country of origin information research desirable
 - Strong interpersonal skills and the ability to work in a team
 - Cultural and gender awareness
 - Integrity, Professionalism and Respect for diversity
 - The ability to work effectively under stress and in crisis situations.
- Computer skills:** Good knowledge of MS Office programs and Internet applications
Language skills: Excellent written and spoken English
Any of the following: Farsi, Arabic, Kurdish, French is an asset.

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

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

turanhr@unhcr.org

E-mail address directly referring to **Vacancy Notice VN/09/14**.

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.