

## **TERMS OF REFERENCE Chiffre Nr. 2023-1-06**

### **JUNIOR PROFESSIONAL OFFICER PROGRAMME (JPO)**

#### **1. GENERAL INFORMATION**

**Title:** JPO, Associate Resettlement and Complementary Pathways Officer

**Sectors of Assignment:** Resettlement

**Organization/Office:** UNHCR – United Nations High Commissioner for Refugees

**Country and Duty Station:** Beirut, Lebanon

**Duration of assignment:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.

**Please note that for participants of the JPO Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

#### **2. JUSTIFICATION**

Lebanon is host to more than 850,000 registered Syrian refugees, the greatest per capita number in the world. In addition, Lebanon also hosts more than 16,000 asylum-seekers and refugees from other countries including Iraq, Sudan, and Ethiopia. Refugees face myriad protection challenges - increasingly complex in nature - as a result of an ever narrowing protection space.

Stringent restrictions on access to territory introduced as of January 2015 stemmed the flow of Syrians into the country, and prohibitive legal residency requirements continue to negatively impact upon the daily lives of refugees. The large majority of refugees lack legal residency, and believe that lack of legal residency impacts their safety and places them at heightened risk of arrest, detention and deportation, and severely affects their access to livelihood opportunities.

Women and children and persons with specific needs are disproportionately affected by violence and abuse. The deteriorating socio-economic situation of refugees in recent years has resulted in negative coping strategies and increased incidences of child labour and forced/early marriage.

After many years displaced in what has become a protracted situation, the large majority of the refugee population are severely socio-economically vulnerable. Refugees face specific risks due to their age, gender and other elements to their profile. These are compounded by

the fact that refugees live dispersed across over 1700 locations, giving rise to yet other protection challenges, particularly in terms of access to protection services and information. In an increasingly precarious environment, with little hope in Lebanon, some refugees are embarking on the onward journey to Europe.

UNHCR Lebanon began processing Syrians for resettlement and humanitarian admission programs (HAP) in September 2013. In 2019, UNHCR Lebanon submitted nearly 11,000 refugees, the majority from Syria, for resettlement and HAP. In both 2020 and 2021, the numbers of submissions are projected to be 8,500-9,000. However, given the current context with multiple crises in Lebanon and the impact on refugee protection, more places are needed in order to secure durable solutions for increasingly vulnerable refugees. Furthermore, the impact of the COVID-19 pandemic has resulted in disruption to local and international movement of personnel and refugees, in turn giving rise to the need to develop new working modalities. Resettlement has therefore become even more complex, demanding and resource-intensive. The JPO will play an important role in supporting the resettlement efforts made by the Lebanon operation.

As part of a large resettlement team in UNHCR Country Office Beirut, the incumbent will work as part of a team of national and international staff, and will be expected to perform an important and active role within a dynamic team. The incumbent should be extremely flexible and adaptable, possess excellent drafting skills, and be able to work in a multicultural environment and under high levels of pressure

### **3. ORGANIZATIONAL CONTEXT.**

The position for Associate Resettlement and Complementary Pathways Officer may be based in Country Operations, Regional Bureaux or Headquarters.

The incumbent's primary role is to support resettlement and complementary pathways activities in his/her Area of Responsibility (AOR) through identification of needs, submission of cases, monitoring procedural compliance, integrity and quality of case submissions, and ensuring progress against targets. S/he takes part in assessing cases for refugee status and resettlement, including through conducting interviews, as well as monitoring procedural compliance and quality of status determination and case submissions. The role may also involve managerial responsibilities in supervising staff and affiliate workforce, as well as coaching and providing technical assistance to junior staff. S/he contributes to comprehensive protection and solutions strategies and needs to make resettlement both strategic as well as responsive to the needs of persons of concern to UNHCR. Since the incumbent will be in close contact with many different internal and external parties, high-level communication skills and political awareness are crucial.

#### **3.1. SUPERVISION:**

The JPO will be under the direct supervision of the manager indicated under 'Supervisor title and position number'. The supervisor will be responsible for the performance evaluation of the JPO. The manager will also ensure that the JPO is provided a thorough induction and orientation briefing, followed by on-the-job training as well as continuous guidance for training/learning opportunities throughout the assignment. In support to the manager, the JPO Unit provides the Supervisory Guidelines upon recruitment/reassignment of the JPO.

## **4. FUNCTIONAL STATEMENT**

### **Accountability**

Vulnerable refugees are identified and processed for resettlement or complementary pathways in a timely manner.

### **Responsibility**

- Identify, interview, assess resettlement and complementary pathways needs, and process cases identified for resettlement and complementary pathways following established procedures; provide counselling to individuals.
- Support monitoring of activities for resettlement and complementary pathways, as applicable, to ensure progress against targets, transparency and efficiency in case submissions and appropriate follow-up with resettlement countries and other key stakeholders.
- Review and provide timely feedback and guidance on resettlement submissions prepared in the country offices to harmonize quality and consistency of resettlement delivery.
- Support the management of processes to ensure that persons of concern and partners receive up-to-date and accurate information on UNHCR's resettlement and complementary pathways policies and procedures.
- Support the implementation of UNHCR's global resettlement and complementary pathways policies, procedures and guidelines in the AOR.
- Ensure Standard Operating Procedures for identification of cases for resettlement and resettlement case management are in place and in line with UNHCR Global Standards.
- Support and contribute to measures that enhance the prevention, detection and response to fraud committed by persons of concern generally and in resettlement and complementary pathways in particular.
- Support senior management in maintaining regular contact and close cooperation with resettlement countries and partners to ensure effective delivery of resettlement and complementary pathways; and adherence to adequate protection standards.
- Support government officials and partners undertaking missions related to resettlement and complementary pathways.
- Assist selection missions by resettlement countries to the country operation.
- Stay abreast and analyse the implication of political, legal, social and economic developments in the AOR and recommend policy / strategic approaches to further UNHCR objectives with respect to resettlement and complementary pathways.
- Contribute to the development and enhancement of policy and guidelines for resettlement and complementary pathways practices.
- Systematically apply an Age, Gender and Diversity perspective in all aspects of the resettlement and complementary pathways process; comply with UNHCR policy and guidelines on HIV/AIDS.
- Promote and support the establishment of mechanisms for preventing fraud in resettlement and complementary pathways activities to maintain the integrity of the resettlement and complementary pathways process in the AOR.
- Assist in the production of up-to-date and accurate statistics, analytical reports on resettlement and complementary pathways, updates and briefing notes, including with regard to the trends, the country operation's performance in meeting resettlement targets, challenges and responses.
- Contribute to comprehensive protection and solutions strategies in the country operation.
- Perform other related duties as required.

## **Authority**

Enforce compliance with and integrity of all resettlement and complementary pathways standard operating procedures.

## **5. REQUIRED COMPETENCIES**

### **Managerial Competencies**

1. Empowering and Building Trust
2. Managing Performance
3. Judgement and Decision Making
4. Managing Resources

### **Cross-Functional Competencies**

1. Analytical Thinking
2. Planning and Organizing
3. Stakeholder Management

## **6. ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED**

### **Education / Qualification:**

**Master's Degree** in Political Science; Social Sciences; International Law; Law; International Public Law; International Refugee Law; International Human Rights Law; Refugee and Forced Migration International Relations; or other relevant field.

### **Work Experience**

#### **Essential**

At least 2 years of professional work experience relevant to refugee protection work, preferably within the international capacity. Demonstrated experience in casework or case management, preferably in a refugee or immigration context.

#### **Desirable**

Sound understanding and ability to implement UNHCR's policy and global strategic priorities, such as AGDM, IDP, Statelessness, and HIV/AIDS, in the area of responsibility at appropriate level. Diverse field experience. Experience working in a multi-cultural environment.

### **Skills:**

#### **Functional Skills:**

PR-Resettlement/Repatriation/Voluntary Repatriation PR-Resettlement Anti-Fraud Policy and Procedures

## **Language Knowledge**

- Essential: English
- Desirable: Arabic

## **7. DESIRABLE QUALIFICATIONS & COMPETENCIES**

Diverse field experience, Knowledge of Arabic, Completion of the Protection Learning Programme, RSD/Resettlement Learning Programme

## **8. TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **TRAINING COMPONENTS:**

Mandatory training courses:

1. Basic Security in the Field (NB: needs to be retaken every 3 years)
2. Advanced Security in the Field (NB: needs to be retaken every 3 years)
3. Protection Induction Programme (PIP)
4. UN Course on Harassment, Sexual Harassment and Abuse of Authority
5. Orientation to IPSAS

Recommended training courses

Please indicate at least 1-2 training courses relevant to the particular JPO function, available through Learn & Connect platform.

Protection Learning Programme, RSD/Resettlement Learning Programme

### **LEARNING ELEMENTS**

Please indicate what the incumbent will learn during the assignment, defined in measurable results through applied skills or demonstrated competencies and specified per year.

In light of the merged RSD/resettlement procedures for the Syrians and Iraqis who are identified for resettlement consideration, resettlement staff assume an active role vis-a-vis refugee status determination (RSD) procedures.

Through sound analysis and compelling advocacy, the Associate Resettlement Officer JPO will ensure the most vulnerable refugees are submitted for resettlement consideration and are provided with an opportunity to obtain a durable solution.

Familiarization with the resettlement procedures and criteria of resettlement countries.

Acquiring knowledge of the Syria situation response.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2023-1-06 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**