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1951 70 YEARS 2021

## Position

### RESETTLEMENT AND COMPLEMENTARY PATHWAYS EXPERTS

## Last date for applications

4/30/2021

## ABOUT ICMC

The International Catholic Migration Commission (ICMC) is an international non-governmental organization serving and protecting uprooted people: refugees, internally displaced persons and migrants, regardless of faith, race, ethnicity or nationality. ICMC operates around the world in partnership with government, local actors, faith-based organizations, the United Nations High Commissioner for Refugees (UNHCR), the United Nations Children's Fund (UNICEF), Canada and other partners.

The Deployment Scheme is a specific program that was set up in 1998 as a partnership between UNHCR and ICMC, establishing a pool of refugee protection experts. Since then, ICMC has deployed resettlement and child protection experts to UNHCR and UNICEF operations in Africa, Asia, Middle East, Europe and Latin America.

The ICMC Deployment Scheme roster includes more than 500 qualified professionals from diverse backgrounds who are ready to be deployed on short notice to humanitarian field operations whenever crucial support is needed. In this context, ICMC deploys qualified protection experts to UNHCR field operations to support resettlement and complementary pathways activities by preparing case submissions to ensure progress against targets as well as to contribute to the development of resettlement and complementary pathways strategies.

## SCOPE OF WORK

The ICMC Deployment Scheme is currently seeking qualified candidates to expand and diversify its pool of refugee protection experts. Successful applicants will be part of a dynamic and highly motivated group of professionals who will be deployed to UNHCR operations in Africa, the Middle East, Asia, Europe and Latin America.

ICMC Resettlement and Complementary Pathways deployees will be embedded within a UNHCR field office, where they will bring technical expertise, assessing and referring refugees for resettlement, Protection Transfer Arrangement (PTA) as well as complementary pathways. They will contribute to develop and enhance comprehensive solutions opportunities for refugees, including through resettlement, family reunification, labor mobility schemes, educational visas, and humanitarian admission programs.

## **RESPONSIBILITIES**

- Under the supervision of UNHCR, identify, interview and assess resettlement, PTA and complementary pathways needs following established procedures;
- Prepare and submit referral forms for quality control such as Resettlement Registration Forms (RRFs), PTA and Complementary Pathways Referral Forms;
- Conduct refugee status determination if required;
- When necessary, review referrals forms (RRFs, PTA and Complementary Pathways forms) and provide timely and constructive feedback to other caseworkers;
- Liaise with other functional units within UNHCR and partner agencies to identify potential candidates for resettlement, PTA and Complementary Pathways;
- Liaise with embassies and partners to develop complementary pathways to resettlement;
- Contribute to policy development, revising and refining resettlement and complementary pathways methodologies and systems;
- Provide counselling to individual refugees on resettlement, PTA and/or complementary pathways;
- Systematically apply an Age, Gender and Diversity perspective in all aspects of the resettlement, PTA and complementary pathway process;
- Implement UNHCR's resettlement and complementary pathways for admission policies, strategies, and operating procedures including mechanisms for preventing and responding to fraud and corruption;
- Ensure that up-to-date and accurate statistics and reports detailing resettlement, PTA and complementary pathways activities are submitted to UNHCR and ICMC;
- Assist in organizing and coordinating aspects of resettlement country selection missions;
- Manage electronic and physical documentation ensuring the confidentiality of individual case information;
- Assist in assessing training needs, provide support, training, and guidance on resettlement, PTA and complementary pathways policies and procedures to UNHCR staff, partners, and other stakeholders;
- Undertake other resettlement, PTA and complementary pathway related duties as may be assigned.

## **REQUIREMENTS**

- University degree in relevant area (e.g. international law, human rights, refugee law, international relations, political science);
- Three or more years of professional experience in refugee protection casework (in particular, assessing individual refugee claims and/or identifying resettlement and complementary pathways needs);

- Excellent knowledge of English;
- Knowledge of another UN official language (Arabic, Chinese, French, Russian, Spanish) is highly desirable;
- Experience drafting Resettlement Registration Forms (RRFs) or similar templates desirable;
- Experience conducting Refugee Status Determination (RSD) desirable;
- Highly developed interviewing and counseling skills;
- Excellent drafting and analytical skills;
- Experience in capacity building and training/coaching;
- Knowledge of the international legal framework governing refugees, asylum seekers, internally displaced persons and statelessness;
- Knowledge of UNHCR guidelines on Refugee Status Determination, resettlement, and refugee children;
- Awareness of anti-fraud and anti-corruption measures;
- Ability to work under time constraints and pressure; in stressful situations and at times, in hardship and remote field locations where UNHCR offices are located;
- Strong interpersonal skills and ability to work in a team;
- Age, gender and cultural sensitivity and demonstrated ability to perform effectively in a multi-cultural environment.
- Strong commitment to humanitarian and refugee protection principles

**Applicants must ensure their availability for a minimum deployment of 6 months.**

## **HOW TO APPLY**

Interested candidates are requested to create an online account and submit an application through our recruitment portal only (<https://icmc.heroportal.net/Position/12>). No applications will be accepted via email.

The recruitment process involves different stages that include: 1) Checking candidates' references; 2) Testing written and analytical skills as well as assessing knowledge of refugee protection; and 3) Conducting a Competency Based Interview (CBI). Only those candidates who successfully pass all stages of the recruitment process will be included onto the Deployment Scheme roster for a deployment to a UNHCR field office.

Candidates who are fluent in English and in a **second UN language** will be prioritized. Language proficiency will be tested as part of the recruitment process.

**The closing date for receipt of applications is 30<sup>th</sup> April 2021. The online application system will close at this time and no more applications will be accepted.**

**For further information or if you have any questions, please contact us at [deployments@icmc.net](mailto:deployments@icmc.net). Please send any communication by email *only*.**

## CONDITIONS OF CONTRACT

Candidates are deployed under an ICMC employment contract and are not considered as a UNHCR official or a staff member. However, for the purpose of their assignment, deployees will be issued a UNC (United Nations Certificate).

ICMC compensation includes a competitive NGO salary and benefits package, with a housing allowance; per diem; health, accident, and life insurance; 2.5 leave days per month; and travel to and from the field location. Depending on duty stations, additional benefits may be applicable in accordance with UN/UNHCR regulations (e.g. Rest & Recovery leave).

*ICMC is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age.*

*ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuses and all forms of unlawful harassment, including but not limited to sexual harassment. Screening of applications to the Deployment Scheme includes the vetting for records of prior misconduct and reference checking. ICMC can take other necessary measures to ensure that people involved in substantiated cases of sexual exploitation, abuse and harassment are not recruited.*

## PROTECTION OF DATA

By submitting an application, you agree that ICMC collects and manages the information that you provide. You also agree that your data may be shared with UNHCR. Your personal information will be used for recruitment purposes only.

Once you submit your application, you will not be able to modify it. If you want to rectify any inaccurate or incomplete information, please send an email to [deployments@icmc.net](mailto:deployments@icmc.net).

*Your application will be treated with strict confidentiality.*

Please download

- [UNHCR P11 Supp.docx](#)
- [UNHCR P11.doc](#)

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