



Restoring Dignity, Inspiring Change

ASSOCIATE ASYLUM EXPERT (Regional Asylum Office)

Vacancy Notice: AAE(RAO)_1_GR/19_09

JOB TITLE	Associate Asylum Expert (RAO)
LOCATION	Kos or Leros
ORGANIZATIONAL UNIT	UNHCR (Greece)
TYPE OF CONTRACT	Fixed term, 100% full time, until 31 December 2019 with possibility of extension
STARTING DATE	ASAP
CLOSING DATE FOR APPLICATIONS	17 September 2019

ABOUT ICMC

The International Catholic Migration Commission (ICMC) is an international non-governmental organization, whose mission is to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants - regardless of faith, race, ethnicity or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, migration and development.

As an implementing partner of UNHCR in Greece, ICMC deploys a highly qualified workforce of affiliate experts to assist UNHCR in providing operational support to the Greek asylum and migration management system. Since 2010, this pool of skilled professionals has been a critical component of UNHCR's protection capacity in Greece. The ICMC experts will be recruited and managed by ICMC and will work under the overall supervision of UNHCR Greece. They provide support on matters relating to protection, advocacy, legal information, law, country of origin information analysis, quality assurance, project management, and communications.

SCOPE OF WORK

The Associate Asylum Expert will be deployed either to Kos or Leros for the purpose of supporting the Greek Asylum Service in the RSD procedure. The incumbents are required to coordinate with

UNHCR's staff and affiliate workforce engaged in refugee status determination and asylum capacity-building activities. The Associate Asylum Experts will work under the supervision of the Associate Protection Officer of UNHCR Athens and coordinate with the ICMC Project Support Staff in Athens.

RESPONSIBILITIES

- Regularly attend case-discussions and consultations with case workers of the Greek Asylum Service, in order to clarify issues, provide answers to specific questions related to procedural or substantial legal issues and Country of Origin Information, with a view to support the case workers to perform their tasks and to contribute to the quality of the procedure;
- Review RSD decisions in order to identify gaps, weaknesses, legal or procedural issues, or good practices with a view to contribute to the quality of decision making and full observance of substantive legislation and procedural rules;
- Attend asylum interviews at first instance in order to support case workers of the Asylum Service and with a view to contribute to the quality of the interview procedure and full observance of procedural rules;
- Regularly inform through UNHCR the Head of the competent Regional Office and/or the Director of the Asylum Service on issues and findings that arise during the performance of duties;
- In line with the findings made and in accordance with the instructions received by the Supervisor, propose to UNHCR areas and specific subjects where case workers at the Asylum Service may require trainings, written directions and/or guidance;
- Stay abreast of developments in human rights, refugee protection and refugee status determination issues especially with a focus on child protection and SGBV, at international, European and national level, as well as with regards to country of origin information and UNHCR eligibility guidance;
- Participate, upon request of UNHCR, in training activities organized for the personnel conducting asylum procedures in Greece as well as other training and coordination events or activities as deemed appropriate;
- Regularly report to UNHCR Athens, as requested; keep UNHCR abreast of all developments relating to the asylum procedures in Greece and generate accurate and timely internal protection or legal reports, as required by UNHCR;
- As an employee of ICMC coordinate with the ICMC Liaison Manager in all employment and Human Resources matters, maintain regular coordination with the ICMC affiliate workforce deployed to UNHCR in Greece as well as with ICMC project support personnel in Athens;
- Perform any other duties, as required.

REQUIREMENTS

- University degree (BA) in Law, Political Science, International Relations or other relevant discipline;
- Minimum of two (2) years of relevant working experience, in particular, in the human rights and/or refugee field;
- Excellent communication skills and ability to work in a multicultural team;
- Excellent oral and written Greek and English language skills;
- Excellent research, writing and analytical skills;
- Knowledge and understanding of the asylum situation in Greece

HOW TO APPLY

Interested candidates should submit a detailed CV of maximum four pages in English, a motivation letter and two professional references with full and up to date contact details via email, to: Mrs. Evi Vitta, ICMC HR Officer at hr.greece@icmc.net.

The closing date for receipt of applications is **17 September 2019**.

The Vacancy Notice number **AAE (RAO)_1 _GR/19_09** and the applicant's full name must be quoted in the email subject line.

Applications will be evaluated upon reception and interviews with shortlisted candidates may be conducted before the closing date. Referees may be contacted prior to the interviewing stage.

DATA PROTECTION

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. Your application will be treated with strict confidentiality.

Owing to the volume of applications, ICMC regrets that only applicants short-listed for an interview will be notified.

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. Applications will be treated with strict confidentiality.

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 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.