

## **RSD Associate – UNHCR**

*The United Nations High Commissioner for Refugees (UNHCR) is a United Nations agency mandated to aid and protect refugees, forcibly displaced communities, and stateless people, and to assist in their voluntary repatriation, local integration or resettlement to a third country.*

Location: Beirut, Lebanon

Deadline for Applications: May 19, 2024

Major: degree in Business Administration, or any related field

Experience: 0 – 2 years of relevant work experience

Major Responsibilities:

- Assist in the development of the RSD strategy of the operation and in the annual planning exercise.
- Provide counselling to, and respond to queries from, asylum seekers and refugees, including in the context of the notification of negative RSD decisions.
- Maintain accurate and up-to date records and data related to all work on individual cases.
- Assist in preventing and identifying fraud in RSD through oversight, advice and guidance to UNHCR staff, partners and persons of concern.
- Systematically apply an age, gender and diversity (AGD) perspective in the performance of assigned functions.
- Conduct research on country of origin information (COI) and other issues related to RSD and maintain the Operation's local repository of relevant information, guidelines and standards accessible to RSD staff in the operation.
- Assist in developing and maintaining processes to ensure that persons of concern, Government authorities and partners have accurate information on the RSD procedures, including UNHCR standards, policies and practice.
- Assist in initiatives to advocate with and support Government authorities and legal partners to establish and strengthen fair and efficient RSD procedures and RSD decision-making.
- Draft correspondence and reports relating to the RSD activities of the Operation.
- Refer individual cases to other functional units in the Operation and/or external partners for appropriate follow-up, in accordance with established criteria.
- Counsel individual asylum-seekers on the reasons for negative RSD decisions, in accordance with the RSD SOPs.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb), Ext. 7801; 7802