

Senior Resettlement Assistant – 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: 30 October 2024

Major: degree in Political Sciences and International Affairs, or any related field

Experience: 1 – 2 years of relevant work experience

Major Responsibilities:

- Carry out preliminary interviews and initial assessments to process refugees for resettlement following established procedures.
- Assess and review individual resettlement cases and prepare individual / group submission for scrutiny by the supervisor.
- Provide persons of concern (PoC) with up-to-date and accurate information on UNHCR's resettlement policies and procedures.
- Comply with UNHCR's standard operating procedures on resettlement, ensuring timely action on cases.
- Coordinate travel and departure arrangements for refugees accepted for resettlement.
- Organize logistical support for governments undertaking resettlement missions.
- Provide administrative support for resettlement-related training activities, including organization of resettlement workshops and meetings as required.
- Maintain accurate resettlement statistics as well as up-to-date records on individual cases; assist in the preparation of reports.
- Draft / type routine correspondence to Field Offices / Multi-Country Offices / Headquarters.
- Systematically apply an Age, Gender and Diversity perspective in all aspects of the resettlement process; comply with UNHCR policy and guidelines on HIV/AIDS.
- Assist in mitigating resettlement fraud by reporting suspected fraud.

How to Apply:

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