

Título: **Asistente Principal de Soluciones Duraderas**  
Grado: G-5  
Tipo de contrato: Temporal  
Lugar de trabajo: Ciudad de México

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### **CONTEXTO OPERACIONAL**

La violencia y la persecución causada por la delincuencia organizada como las “maras” del norte de Centroamérica continua siendo una causa de desplazamiento forzado para miles de personas que no encuentran alternativas de protección en su país y llegan a México. Adicionalmente, la inestabilidad política de Venezuela ha provocado que cada vez más personas lleguen a México en búsqueda de asilo.

En este contexto, para garantizar la eficiente respuesta humanitaria y la coordinación en la recepción, determinación del estatuto e integración de las personas con necesidades de protección internacional, el ACNUR apoya al Gobierno Mexicano en la implementación del Capítulo México del Marco Integral Regional para la Protección y Soluciones (MIRPS), la aplicación regional del “MIRPS”. El ACNUR en México está trabajando junto a la Comisión Mexicana de Ayuda a Refugiados, órganos del poder judicial, instituciones públicas y organizaciones de la sociedad civil en el desarrollo de una política integral de asilo. Esto incluye (de manera enunciativa más no limitativa): 1) el cálculo de las necesidades presupuestarias de los municipios, estados y federación para el desarrollo e implementación de una política integral de asilo; 2) establecer un mecanismo de funcionamiento entre los diversos niveles y órdenes de gobierno; 3) diagnosticar y articular la inserción de solicitantes de asilo y refugiados reconocidos en los programas y servicios nacionales ya existentes.

En México, el ACNUR cuenta con un red de cinco oficinas localizadas en Tapachula, Chiapas; Tenosique, Tabasco; Acayucan, Veracruz; Saltillo, Coahuila, y la Representación en la Ciudad de México.

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**COMO POSTULAR:** Enviar solicitud al correo [mexmevac@unhcr.org](mailto:mexmevac@unhcr.org) con el asunto: **APellido/Asist Principal Sols Dur/CDMX**; junto con el formato Historia Personal (P.11) que puede encontrar en: ([www.unhcr.org/recruit/p11.zip](http://www.unhcr.org/recruit/p11.zip)), su CV y una carta de una página indicando los motivos de su postulación.

**ACNUR no está en posición de brindar apoyo en relación a permisos de trabajo en México. Las postulaciones de candidatos expatriados son bienvenidas, siempre y cuando cuenten con los debidos permisos de residencia y trabajo.**

**Fecha límite para postular: 20 de agosto de 2018.** Se espera que la persona seleccionada esté disponible en Septiembre de 2018.

**NOTA:** Solo se contactará a las personas que hayan sido considerados relevantes para el proceso de selección. Se aplicará un examen.



# UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification <sup>(1)</sup>: August 2012

(STANDARD)

## PART 2A – IDENTIFICATION OF POSITION

Position No:

Position Title: **Senior Durable Solutions Assistant**

Position Grade: **G-5**

Position Location : Mexico City

Functional Group<sup>(1)</sup> : 2.3.d.

Supervisor Position No., Title & Grade: PN 10025883, Assoc Durable Solutions Officer

CCOG Code <sup>(1)</sup> : 2.G.02

Job Code <sup>(1)</sup> : 000536

Job Profile <sup>(1)</sup> : 00000536

Job Function <sup>(1)</sup> : DUR

(1) To be completed by PCU

## PART 2B – POSITION REQUIREMENTS

**2.1 ORGANIZATIONAL CONTEXT.** Define the role of the position within the team, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.

The Senior Durable Solutions Assistant reports to the Durable Solutions Associate, Senior Durable Solutions Associate or Associate Durable Solutions Officer.

The Senior Durable Solutions Assistant is relied upon to contribute to the implementation of a durable solutions strategy. Contributing to fostering an environment to enhance partnerships is a critical element of the work, as are activities designed to strengthen the involvement of refugee communities and their hosts in the design and implementation of solutions strategies.

**2.2 FUNCTIONAL STATEMENT.** Describe the accountabilities, responsibilities and authorities associated with the position.

**Accountability** (key results that will be achieved)

- Durable solutions activities are carried out in accordance with Standard Operating Procedures (SOPs).
- Information and data related to durable solutions are up to date and securely maintained, in line with applicable SOPs.

**Responsibility** (process and functions undertaken to achieve results)

- Provide counselling to refugees and other persons of concern about their durable solutions needs.
- Interview candidates for local integration and prepare the appropriate documentation for onward submission to local authorities or partners, in line with Local Integration SOPs.
- Assist in updating the electronic databases for local integration, in line with Standard Operating Procedures.
- Process documentation to ensure that persons of concern receive the documents required for their durable solutions in a timely manner.

Prepare statistical and ad-hoc reports to ensure accurate information is available and shared with relevant offices and partners.

**Authority** (decisions made in executing responsibilities and to achieve results)

- Interview and advise on the appropriate durable solution to be provided to persons of concern.
- Prepare documents relating to durable solutions.

Enter information into available databases, in line with SOPs.

**2.3 REQUIRED COMPETENCIES**, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

<u>Code</u>	<u>Managerial Competencies</u>
1. <input type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input checked="" type="checkbox"/> X007	Political Awareness
8. <input type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

## **2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE**

**REQUIRED.** Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

- Education: Completed Secondary Education in Humanities or equivalent with advanced training/certification in a related field.
- Job experience: Minimum 4 years of relevant work experience.
- Fluency in English and working knowledge of another relevant UN language or local language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English).

**2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES.** Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

- Diverse field experience
- Completion of PLP, RSD-Resettlement Learning Programme, Protection Induction an asset
- Excellent knowledge in MS word, Excel and database management
- Experience in Interviewing