

**VN-71-23 Quito/ Guayaquil/Manta****TERMS OF REFERENCE  
(Individual Contractor Agreement)**

<b>Title:</b>	Resettlement Assistant
<b>Project:</b>	UNCHR
<b>Duty station:</b>	Quito (4 positions)/ Guayaquil (3 positions)/ Manta (3 positions)
<b>Section/Unit:</b>	Resettlement, Protection
<b>ICA Level:</b>	Local Support LICA, Level 4 (USD 1.671,00)
<b>Duration:</b>	from [01/08/2023] to [31/12/2023]
<b>Supervisor:</b>	Assistant Resettlement and Comp. Paths. Officer, Ms. Catalina Rivera

**1. General Background**

The Operation in Ecuador has focused its protection and solutions strategy to achieve the most appropriate conditions for persons UNHCR serves to achieve local integration. The Operation has strengthened governmental institutional capacity, through technical and financial support, to improve the delivery of international protection and solutions and to implement a new migration registration and regularization exercise that initiated in September 2022 and is expected to extend throughout 2023. However, as the security situation has further deteriorated in Ecuador with increased levels of violence, resettlement which has traditionally been a lifesaving intervention mechanism, has emerged as an essential tool providing sustainable and tangible solutions for at-risk groups such as: Survivors of Violence and or Torture (75% of total submissions in 2022); Women and Girls at Risk; Children and Adolescents at Risk; minority populations such as LGTBQ+ and people with Legal and Physical Protection Needs. From 2003 to date, the Ecuadorian operation resettled and changed the lives of 10,255 persons.

On 5 January, the US government announced a series of changes affecting asylum seekers and migrants at or on their way to the US southern border. They included an expansion of refugee resettlement from Latin America and the Caribbean, although no operational details were provided.

The government has since advanced a plan for “regional processing centers” in countries in Central and South America, specifically Guatemala and Colombia. The centers will pre-screen individuals for possible lawful pathways to the US, Canada and Spain, such as refugee resettlement, humanitarian parole, family reunification or temporary labor visas.

UNHCR and IOM will be the operational partners for this initiative. IOM and UNHCR will screen and refer individuals for assessment by the US government for eligibility to the US refugee resettlement program or other lawful pathways to the US.

**2. Purpose and Scope of Assignment**

A Resettlement Assistant position is typically located at Multi-Country Office, Branch Office or Field Office. Under supervision, the incumbent’s primary role is to assist the supervisor in effective resettlement delivery of a given UNHCR Office in accordance with the UNHCR Resettlement Handbook, UNHCR Manual and relevant policy papers and publications. The incumbent provides important clerical and administrative support to resettlement operations and may occasionally take part in assessing cases for resettlement and conducting interviews. S/he maintains frequent contacts with the supervisor, relevant colleagues within the same Office to exchange information and discuss issues on resettlement cases. Some limited contacts and communication at a working level are required with Embassy / Immigration Officials of resettlement countries, IOM as well as with other operating partners regarding resettlement issues.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as

relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

**Duties:**

- Prepare written documentation for resettlement submission; ensure that records / files of individual cases are updated in a systematic and timely manner.
- Assess and review individual resettlement cases and prepare individual / group submission for scrutiny by the supervisor.
- Follow-up on cases from time of submission to final decision and departure.
- Comply with UNHCR's standard operating procedures on resettlement, ensuring timely action on cases.
- Assist in logistical arrangements of selection missions by resettlement countries.
- Coordinate travel and departure arrangements for refugees accepted for resettlement.
- Assist in maintaining and updating proGres or Consolidated Online Resettlement Tracking System (CORTS) database.
- Occasionally, assist in carrying out preliminary interviews and initial assessments, to process refugees for resettlement following established procedures.
- Occasionally, provide counselling to persons of concern (PoC).
- Provide administrative support for resettlement-related training activities, including organization of resettlement workshops and meetings as required.
- Assist in maintaining 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.
- Provide counselling to PoC.
- Perform other related duties as required.

**3. Monitoring and Progress Controls**

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- Reports with Resettlement statistics.

**4. Qualifications and Experience****a. Education and Work Experience**

- 1-year relevant experience with High School Diploma; or Bachelor or equivalent or higher
- University degree in International Law, International Relations.
- Good knowledge of resettlement issues and UNHCR resettlement policies and operational applications. Completion of UNHCR specific learning/training activities. (Desirable).

**b. Functional Skills**

- CM-Cross-cultural communication
- PR-Resettlement/Repatriation/Voluntary Repatriation
- MS-Knowledge of geo-political realities and their socio-cultural implications
- PR-Resettlement Anti-Fraud Policy and Procedures

**c. Key Competencies**

**Core Competencies**

*Accountability*  
*Communication*  
*Organizational Awareness*  
*Teamwork & Collaboration*  
*Commitment to Continuous Learning*  
*Client & Result Orientation*

**Managerial Competencies**

*Not applicable*

**Cross-Functional Competencies**

*Analytical Thinking*  
*Planning and Organizing*  
*Stakeholder Management*

**5. Submission of applications**

- A) **Working knowledge of English language is desirable.**
- B) **Shortlisted candidates may sit technical tests.**
- A) Foreign candidates, to be considered eligible for this position, must have a temporary or permanent residence in Ecuador that allows them to carry out work activities in the country.
- B) Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of full vaccination against COVID-19, independently of contract type and duration. The recommended candidate(s) will be required to provide the proof of vaccination prior to recruitment.
- C) If recommended, the candidate must submit a current and updated RUC Unique Taxpayer Registry and a voluntary contribution certificate to the Ecuadorian Institute of Social Security IESS. Voluntary IESS securities will be covered by the staff member. The salary offered is in net terms.
- D) If you wish to be considered for this vacancy, please submit your application according to the following instructions:
  - i. **CANDIDATES WITH ACCESS TO THE WORKDAY:** In order to apply, you must first create your profile in the WORKDAY system.
  - ii. **EXTERNAL CANDIDATES:** Candidates who do NOT have access to the WORKDAY system should submit their application through UNHCR's official site for applications:

<https://www.unhcr.org/careers.html>

WHEN CREATING A CANDIDATE PROFILE IN WORKDAY, PLEASE USE CAPSLOCKS FOR LAST NAME AND NO SPECIAL CHARACTERS (Ñ OR ACCENTS)

CVs WILL NOT BE ACCEPTED BY EMAIL. ONLY THOSE APPLICATIONS SENT THROUGH THE SYSTEM WILL BE CONSIDERED.

No late applications will be accepted.

Only shortlisted candidates will be notified.

1. For any technical issues encountered during the online application, please contact the Global Service Desk ([hqussd@unhcr.org](mailto:hqussd@unhcr.org)) prior to the deadline to allow enough time to resolve issues.
2. For any questions about the selection process, please contact Human Resources ([ecuquhr@unhcr.org](mailto:ecuquhr@unhcr.org)).

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**NOTE**

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

If you are a person with a disability and need additional assistance during the application and/or recruitment process, please contact us by email: [ecuquhr@unhcr.org](mailto:ecuquhr@unhcr.org).

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

Project Authority (Name/Title): Ms. Catalina Rivera Assistant Resettlement and Comp. Paths. Officer		Contract holder (Name/Title):	
Signature	Date	Signature	Date