UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

INTERNAL/EXTERNAL VACANCY NOTICE

UNHCR Representation Office Dar es Salaam, invites applications from qualified internal and external candidates for the following vacant post.

Vacancy Notice No:	DSM/VN/08/015
Post Title:	Repatriation Assistant
Duty Station:	Mpanda Field Office
Remuneration:	Attractive salary (GL6 Level) and entitlements according to UN Staff Rules and Regulations
Duration:	Six months contract with possibility of extension
Effective date:	As soon as possible

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Repatriation Officer, and the overall supervision of the Head of Field Office, the incumbent will perform the following duties:

- Receives lists of refugees from the various camp authorities, enlisted for interview in the repatriation process;
- Organizes biodata of refugees, prints and distributes Declaration of Voluntary Repatriation forms before the scheduled interviews;
- Prepares results of daily interviews, and maintains records;
- Refers cases related to the interviews with need special attention;
- Verifies repatriation documentation and caseload at the departure point;
- Compiles statistics on the repatriation day;
- Follow-up with authorities on repatriation issues, especially relating to the modalities of the repatriation provided in the Memorandum of Understanding;
- Liaises with camp authorities on repatriation issues;
- Checks and ensures sufficient stock of the repatriation kits are kept in transit camps;
- Acts as interpreter, especially during sessions of briefing, interviewing and repatriation;
- Performs other duties as assigned.

Qualification and Experience

- National of the Republic of Tanzania;
- Secondary Education plus University level courses in Law, Political Science or related field.
- Computer literacy.
- 6 years of job experience in the field including one year in the same functional area.
  Excellent command of English and Kiswahili (Written and Spoken). Knowledge of second UN language or Kirundi is an added advantage.

Applications:

- Must include a recent curriculum vitae and/or United Nations Personal History (P.11) Form, contact address with phone/fax numbers; must quote the vacancy notice number;
- Must be addressed to:

Human Resources Officer
UNHCR Representation Office
P.O Box 2666
Fax: 2152816/17
E-Mail: tanda@unhcr.org

Closing date for receipt of applications: **25th January 2008**

Applications from qualified female candidates are strongly encouraged.