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/08/026
Post Title:	Repatriation Assistant
Duty Station:	Sub Office Kigoma
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 Snr Repatriation Officer, and the overall supervision of the Head of Sub 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.