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/08/003
Post Title:	Repatriation Clerk
Duty Station:	Ulyankulu Field Unit
Remuneration:	Attractive salary (GL4 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 Assoc Protection Officer, and the overall supervision of the Operations Coordinator, the incumbent will perform the following duties:

- Identify and register refugees who wish to be voluntarily repatriated;
- Monitor and report the protection issues to ensure that the voluntary character of the repatriation is respected;
- Develop harmonious working relations with the implementing partners to facilitate voluntary repatriation of the refugees;
- Undertake regular visits to refugee camps/settlements in order to disseminate information related to voluntary repatriation of refugees;
- Provide office with weekly/monthly reports, in relation to the registration and movement of repatriates.
- Organize in co-operation with implementing partners, NGO's etc., the transportation and reception of returnees if such arrangements are necessary to protect the interests of refugees;
- Liaise with the provincial authorities to obtain information/statistics related to the spontaneous movements of refugees without UNHCR assistance;
- Performs other duties as required.

Qualification and Experience

- National of the Republic of Tanzania;
- Secondary Education.
- Computer literacy.
- 5 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.