



Vacancy Notice

National Project Officer (Consultant) in Hungary

United Nations High Commissioner for Refugees (UNHCR)

The United Nations High Commissioner for Refugees (UNHCR) seeks a candidate to work for its „Quality Evaluation and Development in the Statelessness Determination“ Project as National Project Officer (NPO, Consultant) in Hungary.

Contract period

6 months (from January 2012) on a standard UNHCR fixed term consultancy contract.

Remuneration Package

UNHCR National Consultant terms and conditions.

Terms of Reference

The terms of reference for the consultancy are attached to the vacancy notice.

Tasks

The incumbent, working with the National Protection Officer will perform the following duties:

- Facilitate, guide and support the independent and objective evaluation of methods and procedures for stateless status determination in close cooperation with the national asylum authority (Office of Immigration and Nationality). Such evaluations shall include examination of the quality of interview techniques, interpretation services, assessment methods and other factors relevant to determine the level of application of the 1954 UN Convention and other relevant instruments;
- Support the establishment and consolidation of a Quality Assurance Unit within the Office of Immigration and Nationality;
- Prepare periodic assessment reports;
- Contribute to the development of a Manual on assessment methodologies;
- Participate in the regular meetings of the national Project Implementation Executive Board and assist in developing good practice to support the national professional Quality Assurance Unit become non-dependent on the presence of UNHCR deployed consultant;
- Draft protection information leaflets;
- Design and conduct training activities as necessary;
- Perform other duties as required

Qualifications

- High proficiency of written and oral English and Hungarian language is essential;
- Law degree, with a working understanding of relevant international and national law in particular the one relevant to statelessness;
- Previous work experience with quality management especially that in the field of refugee status determination will be an asset;
- Familiarity with the mandate and operation of UNHCR and the Hungarian Office of Immigration and Nationality;
- Ability to work in a team and in a multi-cultural environment;
- Previous relevant work experience, including at least one year in the field of stateless or refugee protection and/or related administrative procedures;
- IT skills: Microsoft Office, Power Point, Internet

Applications

Interested candidates are invited to fill a Personal History (P.11) form that can be downloaded from <http://www.unhcr.org/recruit/p11new.doc>. Completed forms are to be submitted with a motivation letter and detailed resume in English, with copies of certificates/diplomas by mail, addressed to the Senior Regional Protection Officer in the UNHCR Regional Representation in Budapest, Hungary. Envelopes with applications should be written as follows.

United Nations High Commissioner for Refugees (UNHCR)
Senior Regional Protection Officer

“Quality Evaluation and Development in Stateless Determination Consultant”
UNHCR Regional Representation for Central Europe,
1022 Budapest Felvinci út 27.

Deadline for applications: **8 January 2012.**

Late applications will not be accepted.

Only short-listed candidates will be contacted for interview.