

JOB ADVERTISEMENT

Best Interest Determination (BID) Assistant Based in Kyangwali – Hoima Uganda

About HIJRA:

Humanitarian Initiative Just Relief Aid (HIJRA) is an international humanitarian and development organization that positively contributes towards improving the living standards and conditions of those adversely affected by disasters and conflict. HIJRA with funding from the UNHCR plans to implement a Protection Program for refugees in Kyangwali settlement (Hoima district) and is now looking for qualified and competent persons to fill the position of **BID Assistant** to be based in **Kyangwali – Hoima District**.

Job Summary:

The BID Assistant will be instrumental in streamlining and harmonizing the Best Interest Determination (BID) process in HIJRA and to use it as a broader child protection tool with full cooperation between the Community Services Section and the Protection Section. Support from a dedicated BID Assistant in the refugee settlements will greatly enhance the ability of HIJRA to ensure that this casework is done in an expedited manner.

Reporting Relationships:

The post holder will be responsible to the **Child Protection Officer**.

Duties:

Conduct BID casework including:

1. Conduct interviews with refugee children and other members of the family to determine the best interest of the child and complete Best Interest Determination (BID) and, when appropriate, Best Interest Assessment (BIA) reports.
2. Conduct home visits with refugee families as part of the BID process.
3. Provide counselling to refugees and refugee children, explaining the BID and BIA processes, prospects, and problems involved in the processes.
4. Support the child protection team in the execution of child protection roles.
5. Ensure proper monitoring and follow-up of cases including updating RIMS database and any internal monitoring and tracking systems are regularly updated with the necessary events.
6. Implement Child Protection policies, BID and BIA procedures, and existing SOPs (including fraud prevention SOPs) with guidance from respective Community Service, Protection and Resettlement colleagues.
7. Liaise with relevant child protection partners to include all the information available on the child in the BID report.
8. Ensure that BID reports are in compliance with UNHCR protection principles as well as best international practice.
9. Oversee the BIA and BID tools for assessing children
10. Follow up on BIA and BID recommendations.
11. Conduct and organize BID panels on a monthly basis and present BIDs.

12. Conduct additional assessment on BID cases as per recommendation by the BID panel.
13. Prepare monthly progress reports.

Competencies, Qualifications, Skills and Experience:

- Academic degree in relevant area (e.g. social work, child development, social science, education, public administration etc.)
- Minimum two years' work experience in relevant work area (e.g. as a social worker, child counsellor, community development worker, educator, conducting social assessments, individual case advocacy, assisting with family reunification, working with refugees in a resettlement context etc.)
- Knowledge of the international legal framework governing refugees, asylum seekers, internally displaced persons and statelessness;
- Awareness of gender issues and how to apply a rights- and community-based approach to identify and respond to specific needs;
- Excellent interviewing and counselling skills especially child interviewing skills-highly desirable.
- Ability to conduct assessments and identify protection risks of individuals and groups;
- Understanding of mental and physical development of children as well as International Convention on Child Rights.
- Strong interpersonal skills and ability to work effectively in teams;
- Ability to work in stressful situations and in hardship locations;
- Experience giving advice on resettlement guidelines / policy – highly desirable;
- Experience in the area of refugee resettlement – conducting refugee resettlement assessments and submissions – highly desirable.

Application Process:

Qualified Candidates are requested to submit an Application letter and Curriculum Vitae including telephone and emails contacts of three referees including your current/most recent employer.

Applications, addressed to the:

**Country Program Manager
Humanitarian Initiative Just Relief AID (HIJRA)
P.O. Box 37703, Kampala, Uganda**

Should be sent by email to: vacancies.ug@hijra.or.ke. The subject line should read **Best Interest Determination (BID) Assistant**.

Applications must be submitted not later than close of business on **3rd March, 2018**. Only successful applicants will be contacted.

For more information regarding the organization please visit our website www.hijra.or.ke. HIJRA is an equal opportunity employer.

Please note that interviews will be done on a rolling basis given the urgency of the positions.