

Opening: RSD/RST Associate Officer (Refugee Status Determination / Refugee Resettlement)

[Asylum Access](#) is an innovative non-profit founded to make refugee rights a reality in Africa, Asia and Latin America. We help refugees assert their fundamental rights using four integrated tools: individualized legal counsel and/or representation, community legal empowerment, policy advocacy and strategic litigation. With offices in Ecuador, Panama, Thailand, Tanzania and Malaysia, we provide direct legal assistance reaching over 10,000 refugees per year.

Asylum Access Thailand is looking for a RSD/RST Associate to assist the Legal Team at Asylum Access in providing legal service to asylum seekers and refugees seeking international protection under UNHCR's mandate.

Duration: 1-2 years contract (with option to renew contract)

Key responsibilities

Legal Outreach:

- ☐ Conduct regular workshops providing information about RSD applications and resettlement options to refugees and asylum seekers in the community. Train relevant staff and volunteers to co-present these trainings. Arrange attendees and interpreters for each workshop
- ☐ Develop and enhance regular participatory RSD/RST Group Workshops
- ☐ Coordinate production of RSD/RST training media available in community languages
- ☐ Attend universities and schools as required to present on urban refugees in Thailand and Asylum Access services
- ☐ Enhance AAT's communication with clients through various media in community languages and further develop legal education options by phone

Casework:

- ☐ Provide legal advice to clients on UNHCR RSD/RST procedures
- ☐ Undertake comprehensive screening of clients at all levels to assess refugee claims and determine if full legal representation is appropriate
- ☐ Attend advocacy meetings with the RSD/RST Coordinator,

Legal Administration :

- ☐ Maintain and enhance the various client record systems, including improving and updating the client database

- ☐ Ensuring that digital client files are up to date with all relevant documents scanned and recorded; coordinating volunteers in administrative and case work support
- ☐ Maintain and enhance a reception system. Meeting clients as they arrive. Enhancing necessary forms/procedures for client intake.
- ☐ Assisting in team volunteer development and management

Qualifications:

- ☐ University degree in law, human rights or any related subjects
- ☐ Extensive experience in development fields, especially in human rights. Refugee rights is an advantage.
- ☐ Demonstrate an ability to work with people in vulnerable situations, such as trauma survivors
- ☐ Experience conducting trainings or workshops
- ☐ A positive and out-going attitude with the ability to work well in a diverse and multi-cultural office

To apply:

Candidate interested in the RSD/RST Associate position should submit a CV and cover letter.

Please send all materials to Khemtida Petchtam, Operations Coordinator, at khemtida.petchtam@asylumaccess.org. Please put "RSD/RST Associate for Asylum Access Thailand" in the subject line.

The deadline for applications is 29 February 2016.