

GHANA REFUGEE BOARD VACANCIES

Ghana, a relatively peaceful country in the West Africa sub-region currently hosts approximately 13,000 refugees from thirty-six (36) countries across the globe. The Ghana Refugee Board (GRB) was established by PNDC LAW 305 (D) of 1992 with a broad mandate to handle and manage refugee issues, provide care, assistance and protection for all asylum seekers and refugees on the shores of Ghana. GRB is an autonomous agency of the Ministry of the Interior. The Board is chaired by an official appointed by the President, and composed of representatives from the Ghana Police, Immigration, National Security, Ministries of Foreign Affairs, Education, Gender and Social Welfare, Attorney General and Justice and the National Disaster Management Organization with an observer status for UNHCR representation. Board functions are performed within the following legal framework: Ghana Refugee Law of 1992; the 1951 UN Convention Relating to the Status of Refugees; the 1969 OAU Convention Governing Specific Aspects of Refugee Problems in Africa. GRB's day-to-day affairs are handled by a Secretariat under an Executive Secretary appointed by the President on the advice of the Public Service Commission. GRB is seeking to recruit suitably motivated and qualified persons for the following positions:

Protection / Eligibility Officer (2)

Purpose

- To provide operational support in refugee management for the achievement of the objectives of the Board.

Duties and Responsibilities

- Conducts refugee status determination interviews
- Maintains and updates Refugee Status Declaration related statistical records and files
- Counsels refugees and asylum seekers on protection
- Responds to queries and enquiries of asylum seekers
- Participates in visits to refugees in prisons and camps
- Conduct interviews and register applicants for their refugee status determination
- Identifies the setting up needs of refugees for training.
- Collects and collates data for the conducts research into refugee related issues in the country
- Drafts periodic plans and annual budgets for consideration and approval
- Participates in the conduct of monitoring and evaluation of plans and activities of the Board
- Drafts periodic reports on activities and programs of the Board

Qualification and Experience

- A minimum of a Master's Degree from an accredited tertiary institution in Migration Studies, Refugee Management, Social Sciences or other relevant equivalent disciplines.
- Must possess two (2) years relevant post qualification working experience in a Public Service Organization
- Must pass a competitive selection interview conducted by the Board in collaboration with the Public Services Commission.

Competencies

- Knowledge in the local and international refugee regulations and conventions
- Basic Administrative Skills e.g. Minute/Report Writing Skills
- Research and Analytical skills (Qualitative and Quantitative)
- Data Collection Skills
- Communication, report writing and presentation skills.
- Statistical Skills
- Proficiency in Information Technology/Computer Literacy Skills
- Ability to work in teams