

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
Policy & Organization Section
Dhaka

No. 19.00.0000.121.02.123.20 (1022)/294

28 April 2026

Vacancy Notice in United Nations High Commissioner for Refugees (UNHCR)

Sub: Vacancy Announcement for various positions in United Nations High Commissioner for Refugees (UNHCR), Geneva, Switzerland.

The United Nations High Commissioner for Refugees (UNHCR) is looking for suitable candidates for the following positions:

1. Deputy High Commissioner;
2. Assistant High Commissioner (Operations);
3. Assistant High Commissioner (Protection).

02. The deadline for sending the application is **16 May 2026**. Detailed information can be found at www.unhcr.org. Copies of the Note Verbale & job description are attached herewith.

03. Interested officers of the Ministry, both at the Ministry and Bangladesh Missions abroad, may apply for the above posts as instructed in the circular, subject to the permission from the Ministry.

Encl.: as stated.

Nawrid 28.4.26
(Nawrid Sharmin)
Director (Personnel & P&O)
Phone: 02223350961
Email: dirper@mofa.gov.bd

Distribution:

1. Director General & above, Ministry of Foreign Affairs, Dhaka.
2. All Bangladesh Missions abroad (except Honorary Consulate).
3. Senior Assistant Secretary (ICT), Ministry of Foreign Affairs, Dhaka (with a request to upload at the Ministry's website)
4. Office copy



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR

Case postale 2500
CH-1211 Genève 2

Ref. No.: 2026/GS/NV/095/E

The Office of the High Commissioner for Refugees (UNHCR) presents its compliments to the Permanent and Observer Missions to the United Nations Office at Geneva and welcomes applications for the position of Assistant High Commissioner for Operations in the Office of the High Commissioner for Refugees in Geneva, at the level of Assistant Secretary-General.

To ensure a wide pool of candidates for this position, UNHCR welcomes any nominations to supplement the Secretary-General's own search and consultations, especially nominations of women candidates.

In accordance with the policy for the nomination of candidates of 11 December 2012 entitled, Policy on Human Rights Screening of the United Nations Personnel, UNHCR wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigation(s) or prosecutions concerned.

The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

All nominations will be treated with the strictest confidence, and short-listed candidates will be contacted directly to undergo an assessment process, reference and background checks, including human rights and conflicts of interest screening.

Nominations must include a cover note and a detailed curriculum vitae of the candidate from the concerned applicant, with a cover letter from the nominating entity. Nominations must be received by UNHCR at the following email address HQRECAHCO@unhcr.org by 16 May 2026.

Attached is the job description. Further information on UNHCR is available on the following website: www.unhcr.org.

Context

The Assistant High Commissioner (Operations) reports directly to the High Commissioner, and is part of UNHCR's senior executive team, driving executive leadership and strategy development, notably in the areas of operational activities globally, emergency response, and sustainable responses, assisting and advising the High Commissioner in the promotion and exercise of the Office's protection and solutions mandate. The AHC-O supervises and oversees the work of the six Regional Bureaux, the Division of Emergency & Programme Support, the Special Advisor on Climate Action and the Sustainable Responses Service. S/he also leads the engagement with development actors, in support of



UNHCR

United Nations High Commissioner for Refugees
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UNHCR's catalytical role to strengthen global responsibility sharing, and the High Commissioner's solutions mandate.

In soliciting nominations for this position, UNHCR is seeking an individual with:

- Political awareness and well-demonstrated negotiating and diplomatic skills;
- Close familiarity with refugee issues and broader questions of human displacement;
- Proven experience, including in the field, in management of humanitarian operations, especially in developing regions;
- Experience in the mobilization and supervision of humanitarian emergency response;
- Experience in coordinating activities and policies, both internally and externally within a multilateral framework;
- Knowledge of humanitarian inter-agency questions;
- Well-developed skills in advocacy and partnership building;
- Demonstrated experience in engagement with development actors, including with international financial institutions;
- Strong leadership, team building and management abilities;
- Multilingual skills.

Languages

English and French are the working languages of the United Nations. For this position, fluency in English is required. A working knowledge of another United Nations official language will be an advantage.

Human rights screening

In accordance with the policy for the nomination of candidates of 11 December 2012 entitled, Policy on Human Rights Screening of the United Nations Personnel, UNHCR wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

Individuals who are either nominated by Member States or who seek to serve with the United Nations in any individual capacity will be required, if short-listed, to complete a self-attestation stating that they have not committed, been convicted of, nor prosecuted for, any criminal offence and have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.



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Conflicts of interest

All United Nations staff members are expected to uphold the highest standards of efficiency, competence and integrity. Senior leaders in particular, have the responsibility to serve as role models in upholding the organization's ethical standards. A conflict of interest occurs when, by act or omission, a staff member's personal interests interfere with the performance of his/her official duties and responsibilities, or call into question his/her integrity, independence and impartiality. Risk for conflicts of interest may arise from a staff member's engagement in outside (non-UN) employment or occupation; outside activities, including political activities; receipt, of gifts, honours, awards, favours or remuneration from external (non-UN) sources; or personal investment. In particular, no staff member shall accept any honour, decoration, favour, gift or remuneration from any Government (staff regulation 1.2 G)). Where a real or perceived conflict of interest does arise, senior leaders are obligated to disclose this to the organization without delay. In order to avoid real or perceived family influence or preferential treatment and conflicts of interest that could stem from such situations, the UN Staff Rules provide that appointments "shall not be granted to anyone who is the father, mother, son, daughter, brother or sister of a staff member" (staff rule 4.7 (a)).

Short listed individuals will also be required to complete the pre-appointment declaration of interests for senior positions to identify possible conflicts of interest that may arise and to proactively prevent and manage, as much as possible and in a timely manner, situations in which personal interests may conflict or appear to conflict with the interests of the United Nations, should the individual be appointed to this position.

UNHCR takes this opportunity of reiterating to the Permanent and Observer Missions to the United Nations Office at Geneva the assurances of its highest consideration.



16 April 2026

Job description

Post title and level: Deputy High Commissioner in the Office of the High Commissioner for Refugees in Geneva, at the level of Assistant Secretary-General (ASG)

Duty station: Geneva, Switzerland

Organization: Office of the High Commissioner for Refugees (UNHCR)

Context

UNHCR is seeking an exceptional leader to serve as Deputy High Commissioner at a time of significant organizational transition. Following a period of substantial financial contraction and operational realignment, the organization is adapting to a reduced resource base, evolving funding patterns, and increasing expectations from Member States for efficiency, accountability, and demonstrable impact.

Operating in over 130 countries with a global workforce of approximately 13,000 personnel across diverse contractual modalities, UNHCR must continue to deliver protection and solutions for forcibly displaced and stateless people under conditions of volatility, political sensitivity, and resource constraint. This requires a disciplined approach to prioritization, delivery, and institutional governance.

In practice, the Deputy High Commissioner functions as the organization's Chief Operating Officer, responsible for ensuring that UNHCR's systems, workforce, financial resources, and governance structures are aligned to support effective frontline delivery. The role requires balancing operational continuity with the need to drive structural adaptation, strengthen accountability, and enhance organizational credibility with Member States, partners, and affected populations.

The Deputy High Commissioner will play a central role in supporting the High Commissioner to shape and execute a forward-looking operating model that enables UNHCR to remain effective, agile, and sustainable in a constrained and rapidly evolving environment.

This is a role for a leader who has:

- Direct high level experience in **large, complex organizations**
- Driven **transformation and modernization**
- Balanced **mission, risk, resources, and accountability**
- Operated under scrutiny from boards, governments, and external stakeholders

UNHCR welcomes candidates from the private sector whose executive experience is transferable to a mission-driven, global organization.

Work relationships

The Deputy High Commissioner (DHC) is a statutory position, in conformity with the General Assembly Resolution 428 (V) of 17 December 1950. The DHC reports directly to the High Commissioner for Refugees, assists him/her in the discharge of his/her mandate and responsibilities, and is the Officer-in-Charge in his absence.

The DHC is a member of the Senior Executive Team and of the Senior Management Committee. In the High Commissioner's absence, the DHC is the Chairperson of the Committee. The DHC represents the High Commissioner as required under the UN protocol.

The DHC directly supervises the Director of the Division of External Relations, the Controller & Director of the Division of Resource Management, the Director of the Division of People Management, the Chief Information Officer & Head of the Information Technology Service, the Head of the Global Shared Service, the Head of the Legal Affairs Service and the Head

of the Design, Development & Risk Service.

Responsibilities

Under the overall guidance of the High Commissioner, the DHC plays a central role in shaping and delivering UNHCR's strategic direction, supporting the formulation, communication, implementation and evaluation of organizational policies, priorities and activities across the Office.

In this capacity, the Deputy High Commissioner will:

Strategic leadership and advice

- Provide strategic advice and assist the High Commissioner on organizational leadership and management, including human and financial resources, oversight and accountability, risk management, resource mobilization, communications, partnerships, legal affairs, information technology, senior-level assignments, structural reform, performance evaluation and innovation.
- Engage in policy development, particularly in areas under the DHC's direct purview, and contribute as a member of the Senior Executive Team to deliberations on UNHCR policies, programme priorities and activities.
- Lead in support of the High Commissioner the ongoing transformation of UNHCR's operating model, including the rebalancing of the workforce, the effective use of diverse contractual modalities, and the alignment of mobility, deployment, and skills with operational needs.

External representation, advocacy and partnerships

- Represent the High Commissioner in complex and sensitive senior-level bilateral and multilateral engagements with Governments, the United Nations system, international and intergovernmental organizations, non-governmental organizations, the private sector and academia, and contribute to strengthening UNHCR's strategic partnerships and external relationships.
- Represent the High Commissioner at meetings of the Standing Committee, presenting senior management views and positions on policy and governance matters.
- Undertake high-level missions on behalf of the High Commissioner and support high-level advocacy and fundraising on issues related to forcibly displaced and stateless people.

Executive management and performance

- Maintain a regular dialogue with Directors and Heads of Services under the DHC's purview, providing guidance on priorities and overseeing implementation, and periodically reviewing performance against agreed objectives.
- Facilitate effective coordination and communication across Divisions and Services, and between headquarters, Regional Bureaux and country operations.
- Drive the integration of data, digital systems, and innovation as core enablers of decision-making, operational efficiency, and organizational control, moving towards a more evidence-based and performance-driven organization.

Resources, oversight and accountability

- Drive organizational performance and delivery under constraint, ensuring that resources are aligned with strategic priorities and that operations continue to deliver impact despite a reduced footprint and increasing funding volatility.
- Maintain active oversight of the organization's funding position and expenditure, ensuring alignment with strategic priorities.
- Monitor the effective functioning of oversight and accountability mechanisms, including follow-up on recommendations, and serve as the primary liaison with the Independent Audit and Oversight Committee (IAOC).

- Oversee the management evaluation and internal justice process relating to contested administrative decisions, in accordance with applicable rules and regulations.

Governance and people management

- Chair the Resource Planning and Management Board, the Transformation and Governance Board (TGB), the Private Sector Partnerships Board, and the Senior Assignments Committee (SAC).
- Foster a high-performing, inclusive and accountable culture by holding managers to clear standards on leadership, staff engagement, collaboration, respect in the workplace and consistent application of policies.
- Advise on senior leadership talent management, including succession planning, leadership development and placement of senior managers in critical roles.

Competencies

- **Professionalism:** Political awareness and diplomatic skills. Ability to operate effectively in high-pressure and politically sensitive environments;
- **Leadership:** Strong leadership, team building and management abilities. Demonstrated capacity to empower teams, foster collaboration, and drive organizational change and improvement;
- **Strategic Vision:** Provides clear strategic direction by identifying critical issues, opportunities and risks, and translating them into coherent policies, priorities and organizational choices.
- **Judgement and Decision-making:** Exercises sound, independent judgement and decisive leadership, including the ability to take difficult decisions under pressure and navigate complex political, institutional and operational environments.
- **Performance and Results Leadership:** Sets clear priorities, allocates resources strategically, and holds leaders accountable for delivery, while fostering a culture of performance, learning and continuous improvement.
- **Integrity and Ethical Leadership:** Upholds and models the highest standards of integrity, independence and professionalism, including the ability to withstand undue pressure and address misconduct decisively and fairly.
- **Accountability:** Assumes full responsibility for outcomes, delivers results aligned with organizational objectives, and reinforces accountability across functions, teams and governance structures.
- **Strategic Communication and Influence:** Demonstrates exceptional communication, negotiation and diplomatic skills, with the ability to influence at the most senior levels and represent the organization credibly in high-stakes and crisis contexts.

Qualifications

Education: advanced university degree (Master's degree or equivalent) in law, international relations, public administration, political or social sciences, humanitarian affairs or a related field.

Experience:

The position requires a minimum 20 years of progressively responsible experience, including extensive senior executive leadership experience in large and complex international organizations, including:

- Demonstrated experience in high-level negotiation, communication and partnership-building, with the ability to build consensus and work effectively with a wide range of stakeholders, including governments, international organizations and partners

- Strong understanding of refugee protection and broader forced displacement dynamics, including the humanitarian, political and operational dimensions of displacement;
- Experience in managing large, complex and geographically dispersed organizations, including executive responsibility for financial resources, human resources, information technology, oversight and risk management within a multilateral, governmental, regulated or similarly complex institutional setting;
- Proven experience in resource mobilization and engagement with external stakeholders, including strategic communication with donors and partners;
- Proven experience in coordinating activities and policies across multiple actors and functions, both internally and externally, within a multilateral setting.

Languages

English and French are the working languages of the United Nations. For this position, fluency in English, with excellent drafting and public speaking skills is required. A working knowledge of another United Nations official language will be an advantage.

April 2026

Job description

Post title and level: Assistant High Commissioner for Protection in the Office of the High Commissioner for Refugees in Geneva, at the level of Assistant Secretary-General (ASG)

Duty station: Geneva, Switzerland

Organization: Office of the High Commissioner for Refugees (UNHCR)

Context

UNHCR is seeking an exceptional leader to serve as the Assistant High Commissioner for Protection at a significant time when the organization is working in a protection environment shaped by prolonged displacement, restricted access to asylum and rights, and limited pathways to solutions, requiring a sharper focus on protection outcomes, responsibility-sharing, and political engagement.

Operating in over 130 countries with a global workforce of approximately 13,000 personnel across diverse contractual modalities, UNHCR must continue to deliver protection and solutions for forcibly displaced and stateless people under conditions of volatility, political sensitivity, and resource constraint. This requires a disciplined approach to prioritization, delivery, and policy guidance.

In practice, the Assistant High Commissioner for Protection provides strategic leadership to ensure that UNHCR's protection mandate is effectively upheld across operations, guiding the organization's approach to safeguarding rights, maintaining protection space, and advancing durable solutions in complex and protracted displacement contexts. The role requires aligning protection policy, operational practice, and partnerships to respond to evolving risks, strengthen accountability to affected populations, and sustain UNHCR's credibility with States and partners as the global protection environment becomes more constrained.

This is a role for a leader who has:

- High-level expertise in refugee, human rights and humanitarian law;
- Expert knowledge of asylum policy and practice at the national, regional and global levels;
- Proven ability to lead the development of pragmatic solutions while safeguarding protection principles, legal standards, and asylum space;
- In-depth knowledge of the protection dimensions of humanitarian operations, including with regard to addressing protection challenges and solutions at the field level;
- Knowledge of contemporary migration issues and their relationship to asylum and refugees;
- Knowledge of the humanitarian and development reform process and its impact on protection and solutions;
- Credibility with Member States, governing bodies, and donors, with a track record of principled advocacy and diplomatic engagement on asylum and protection policy.

Work relationships

The AHC for Protection reports directly to the High Commissioner and is a member of the Senior Executive Team and of the Senior Management Committee. S/he directly supervises the Director of the Division of International Protection and Solutions (DIPS), and the Global Refugee Forum coordinating team.

Responsibilities

Under the overall guidance of the High Commissioner, the Assistant High Commissioner for Protection plays a central role in shaping and delivering UNHCR's mandate and strategic direction on protection and solutions, providing oversight responsibility for UNHCR's global activities on protection policy, doctrine, and practice, for forcibly displaced and stateless persons.

In this capacity, the Assistant High Commissioner for Protection will:

Strategic leadership and advice

- Provide strategic advice to, and support the High Commissioner on, global refugee protection policy, international refugee law, asylum systems, statelessness, and solutions, ensuring that UNHCR's protection mandate, legal standards, and normative frameworks remain central to organizational decision-making.
- Lead the development, articulation, and implementation of UNHCR's global protection strategy, including the safeguarding of asylum space and the strengthening of national asylum and protection systems in increasingly restrictive political and legal environments.
- Contribute, as a member of the Senior Executive Team, to corporate deliberations on UNHCR's overall policies, priorities, and activities, ensuring that protection principles, legal obligations, and field realities are fully integrated into institutional transformation and operational planning.
- Provide leadership and direction on the evolution of protection policy and practice, translating international legal and normative standards into operationally relevant guidance for regional bureaux and country operations.
- Ensure the strategic preparation, coordination, and effective delivery of all processes and events related to the implementation of the Global Compact on Refugees, including in particular the Global Refugee Forum, ensuring coherence of policy, messaging, stakeholder engagement, and organizational readiness.

External representation, advocacy and partnerships

- Represent the High Commissioner in high-level bilateral and multilateral engagements on protection, asylum, and displacement, including with Governments, regional bodies, the United Nations system, international and non-governmental organizations, and other strategic partners.
- Lead and support principled advocacy and diplomatic engagement with States and other stakeholders on sensitive protection and asylum issues, including access to territory, non-refoulement, responsibility-sharing, and solutions.
- Lead collaboration across the UN system on aspects linked to protection, in particular with other UN entities with related or complementary mandates.
- Represent the High Commissioner at meetings of the Executive Committee and Standing Committee, presenting senior management positions on protection policy, legal standards, and asylum-related governance matters.
- Undertake high-level missions on behalf of the High Commissioner to advance protection objectives, reinforce UNHCR's normative leadership, and support strategic partnerships.

Executive management and performance

- Provide strategic leadership and oversight of Divisions and Services under the AHC for Protection's purview, maintaining regular dialogue with Directors and senior managers and reviewing performance against agreed objectives.
- Ensure coherence and consistency of protection policy and practice across headquarters, Regional Bureaux, and country operations, including through effective coordination and communication.
- Guide the integration of protection analysis, legal expertise, and evidence into decision-making, risk management, and operational prioritization, strengthening UNHCR's ability to deliver protection outcomes in complex environments.

Protection delivery, risk and accountability

- Oversee the quality, integrity, and consistency of UNHCR's protection delivery globally, ensuring that operations uphold international legal standards while balancing protection imperatives, operational risk, and resource constraints.
- Provide leadership on protection-related risk management, including in contexts where asylum systems are under pressure, and advise the High Commissioner on emerging protection risks and trends.
- Ensure that protection policies, guidance, and accountability mechanisms are effectively implemented and monitored, and that lessons learned from operations inform policy development.

Governance, people and culture

- Foster a strong protection culture across the organization, promoting professionalism, legal rigor, ethical conduct, and respect for affected populations.
- Contribute to senior leadership talent management in the protection domain, including succession planning, leadership development, and the deployment of protection expertise to priority contexts.
- Promote inclusive leadership, collaboration, and accountability, holding managers to clear standards on protection leadership, staff engagement, and consistent application of policies.

Competencies

- **Professionalism:** Political awareness and diplomatic skills. Ability to operate effectively in high-pressure and politically sensitive environments;
- **Leadership:** Strong leadership, team building and management abilities. Demonstrated capacity to empower teams, foster collaboration, and drive organizational change and improvement;
- **Strategic Vision:** Provides clear strategic direction by identifying critical issues, opportunities and risks, and translating them into coherent policies, priorities and organizational choices.
- **Judgement and Decision-making:** Exercises sound, independent judgement and decisive leadership, including the ability to take difficult decisions under pressure and navigate complex political, institutional and operational environments.
- **Performance and Results Leadership:** Sets clear priorities, allocates resources strategically, and holds leaders accountable for delivery, while fostering a culture of performance, learning and continuous improvement.

- **Integrity and Ethical Leadership:** Upholds and models the highest standards of integrity, independence and professionalism, including the ability to withstand undue pressure and address misconduct decisively and fairly.
- **Accountability:** Assumes full responsibility for outcomes, delivers results aligned with organizational objectives, and reinforces accountability across functions, teams and governance structures.
- **Strategic Communication and Influence:** Demonstrates exceptional communication, negotiation and diplomatic skills, with the ability to influence at the most senior levels and represent the organization credibly in high-stakes and crisis contexts.

Qualifications

Education: advanced university degree (Master's degree or equivalent) in law, international relations, or a related field.

Experience:

The position requires a minimum 20 years of progressively responsible experience, including extensive senior executive leadership experience in large and complex international organizations, including:

- Demonstrated experience in high-level negotiation, communication and partnership-building, with the ability to build consensus and work effectively with a wide range of stakeholders, including governments, international organizations and partners in the area of international protection;
- Strong understanding of refugee protection and broader forced displacement dynamics, including the humanitarian, political and operational dimensions of displacement;
- Proven experience in protection-related advocacy, responsibility-sharing, and strategic engagement with States, donors, and partners, including effective communication on sensitive asylum, legal, and protection issues in politically charged environments;
- Demonstrated ability to drive institutional and policy change in refugee protection, delivering measurable protection outcomes and safeguarding asylum space in complex, high-pressure, and increasingly restrictive political and operational contexts;
- Proven experience in coordinating activities and policies across multiple actors and functions, both internally and externally, within a multilateral setting.

Languages

English and French are the working languages of the United Nations. For this position, fluency in English, with excellent drafting and public speaking skills is required. A working knowledge of another United Nations official language will be an advantage.

April 2026



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United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR

Case postale 2500
CH-1211 Genève 2

Ref. No.: 2026/GS/NV/089/E

The Office of the High Commissioner for Refugees (UNHCR) presents its compliments to the Permanent and Observer Missions to the United Nations Office at Geneva and welcomes applications for the position of Deputy High Commissioner in the Office of the High Commissioner for Refugees in Geneva, at the level of Assistant Secretary-General.

To ensure a wide pool of candidates for this position, UNHCR welcomes any nominations to supplement the Secretary-General's own search and consultations, especially nominations of women candidates.

In accordance with the policy for the nomination of candidates of 11 December 2012 entitled, Policy on Human Rights Screening of the United Nations Personnel, UNHCR wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigation(s) or prosecutions concerned.

The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

All nominations will be treated with the strictest confidence, and short-listed candidates will be contacted directly to undergo an assessment process, reference and background checks, including human rights and conflicts of interest screening.

Nominations must include a cover note and a detailed curriculum vitae of the candidate from the concerned applicant, with a cover letter from the nominating entity. Nominations must be received by UNHCR at the following email address HQRECDHC@unhcr.org by 16 May 2026.

Attached is the job description. Further information on UNHCR is available on the following website: www.unhcr.org.

Context

The Deputy High Commissioner is a statutory position in conformity with General Assembly resolution 428 (V) of 14 December 1950. S/he reports directly to the High Commissioner, assisting him in the discharge of his mandate and responsibilities, and serves as the Officer-in-Charge in the High Commissioner's absence. The Deputy High Commissioner is a member of the Senior Executive Team, and of the Senior Management Committee. In the High Commissioner's absence, the Deputy High Commissioner acts as the Chairperson of the Committee. The Deputy High Commissioner represents the High Commissioner as required under UN diplomatic protocol. S/he supervises the Director of the



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Division of External Relations, the Controller & Director of the Division of Resource Management, the Director of the Division of People Management, the Chief Information Officer & Head of the Information Technology Service, the Head of the Global Shared Service, the Head of the Legal Affairs Service and the Head of the Design, Development & Risk Management Service.

UNHCR is seeking an individual with:

- Political awareness and diplomatic skills, including well-demonstrated negotiation, communication and partnership building skills;
- Close familiarity with refugee and humanitarian issues and broader questions of human displacement;
- Experience in managing large, complex and geographically dispersed organizations, including driving the effective management of financial resources, human resources, information technology and oversight;
- Proven experience in overseeing resource mobilization and communication with external stakeholders;
- Proven experience in coordinating activities and policies, both internally and externally, within a multilateral framework;
- Strong leadership, team building and management abilities.

Languages

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Conflicts of interest

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Attached is the job description. Further information on UNHCR is available on the following website: www.unhcr.org.

Context

The Assistant High Commissioner for Protection reports directly to the High Commissioner and is a member of UNHCR's Senior Executive Team. The incumbent drives executive leadership and strategy development in the areas of protection and solutions for refugees and stateless persons, and advises the High Commissioner in the promotion and exercise of the Office's protection and solutions mandate. S/he directly supervises the Director of the Division of International Protection and Solutions, provides strategic advice to the High Commissioner on global protection policy, legal standards, asylum systems, and the safeguarding of asylum space, ensuring that protection principles and international obligations remain central to UNHCR's policies, strategies, and operations. The Assistant High Commissioner for



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Protection equally leads strategic preparation, coordination, and effective delivery of processes and events related to the implementation of the Global Compact on Refugees, including in particular the Global Refugee Forum, in close cooperation with States and partners, and directly supervises the work of the Global Refugee Forum coordinating team.

UNHCR is seeking an individual with:

- Extensive senior-level experience in large, complex, and geographically dispersed international organizations, with deep expertise in refugee protection, international refugee law, and asylum systems.
- Political awareness and diplomatic skills, including well-demonstrated negotiation, communication and partnership building skills with the ability to build consensus across diverse stakeholders;
- Expert knowledge on refugee law, international protection, and broader questions of human displacement;
- Knowledge of contemporary migration issues and their relationship to asylum and refugees;
- A proven record of leading the development of protection policy, delivering measurable protection outcomes while operating under political, legal, and operational constraints.
- Demonstrated credibility and effectiveness in high-level advocacy and diplomatic engagement with States, governing bodies, donors, and partners on sensitive protection and asylum issues;
- Proven experience in coordinating activities and policies, both internally and externally, within a multilateral framework;
- Sound judgment in balancing protection imperatives, legal standards, operational risk, and resource constraints across diverse country contexts;
- Strong leadership, team building and management abilities;
- Multilingual skills.

Languages

English and French are the working languages of the United Nations. For this position, fluency in English is required. A working knowledge of another United Nations official language will be an advantage.

Human rights screening

In accordance with the policy for the nomination of candidates of 11 December 2012 entitled, Policy on Human Rights Screening of the United Nations Personnel, UNHCR wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.



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Individuals who are either nominated by Member States or who seek to serve with the United Nations in any individual capacity will be required, if short-listed, to complete a self-attestation stating that they have not committed, been convicted of, nor prosecuted for, any criminal offence and have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

Conflicts of interest

All United Nations staff members are expected to uphold the highest standards of efficiency, competence and integrity. Senior leaders in particular, have the responsibility to serve as role models in upholding the organization's ethical standards. A conflict of interest occurs when, by act or omission, a staff member's personal interests interfere with the performance of his/her official duties and responsibilities, or call into question his/her integrity, independence and impartiality. Risk for conflicts of interest may arise from a staff member's engagement in outside (non-UN) employment or occupation; outside activities, including political activities; receipt, of gifts, honours, awards, favours or remuneration from external (non-UN) sources; or personal investment. In particular, no staff member shall accept any honour, decoration, favour, gift or remuneration from any Government (staff regulation 1.2 G)). Where a real or perceived conflict of interest does arise, senior leaders are obligated to disclose this to the organization without delay. In order to avoid real or perceived family influence or preferential treatment and conflicts of interest that could stem from such situations, the UN Staff Rules provide that appointments "shall not be granted to anyone who is the father, mother, son, daughter, brother or sister of a staff member" (staff rule 4.7 (a)).

Short listed individuals will also be required to complete the pre-appointment declaration of interests for senior positions to identify possible conflicts of interest that may arise and to proactively prevent and manage, as much as possible and in a timely manner, situations in which personal interests may conflict or appear to conflict with the interests of the United Nations, should the individual be appointed to this position.

UNHCR takes this opportunity of reiterating to the Permanent and Observer Missions to the United Nations Office at Geneva the assurances of its highest consideration.



16 April 2026

Job description

Post title and level: Assistant High Commissioner for Operations in the Office of the High Commissioner for Refugees in Geneva, at the level of Assistant Secretary-General (ASG)

Duty station: Geneva, Switzerland

Organization: Office of the High Commissioner for Refugees (UNHCR)

Context

UNHCR is seeking an exceptional leader to serve as the Assistant High Commissioner for Operations at a time of significant organizational transition. Following a period of substantial financial contraction and operational realignment, the organization is adapting to a reduced resource base, evolving funding patterns, and increasing expectations from Member States for efficiency, accountability, and demonstrable impact. The work of UNHCR global operations are affected significantly in this evolving environment.

Operating in over 130 countries with a global workforce of approximately 13,000 personnel across diverse contractual modalities, UNHCR must continue to deliver protection and solutions for forcibly displaced and stateless people, requiring a disciplined approach to prioritization, delivery, and operational effectiveness.

In practice, the Assistant High Commissioner for Operations is responsible for overseeing and ensuring that the operational strategies and priorities as defined by Divisions and Bureaux are in line with the vision of the High Commissioner, with a particular focus on solutions and effective partnering with development actors. S/he will play a central role in supporting the High Commissioner to shape and execute a forward-looking strategy which positively supports effective responsibility sharing and search for solutions.

This is a role for a leader who has:

- Direct high-level experience in large, complex organizations
- Proven experience, including in the field, in management of humanitarian operations
- Extensive experience working with development actors in partnership for solutions
- Expert knowledge of humanitarian inter-agency questions
- Demonstrated a strong personal commitment to UNHCR's mandate and to improving protection and solutions for refugees and stateless people

Work relationships

The Assistant High Commissioner for Operations reports directly to the High Commissioner for Refugees, and is a member of the Senior Executive Team and of the Senior Management Committee. S/he directly supervises the Directors of the six Regional Bureaux, the Division of Emergency & Programme Support (DEPS), the Special Advisor on Climate Action, the Sustainable Responses Service (SRS) and the Senior Liaison Officers for the Regional Bureaux. The AHC-O exercises oversight for the work of the Regional Bureaux, DEPS, Special Advisor on Climate Action and SRS, covering all operations including emergencies and the full range of refugee and internal displacement operations, as well as operational support for supply, and staff safety and security. In addition, s/he engages with development actors in order to mobilize their engagement in displacement settings, to advance protection and solutions.

Responsibilities

Under the overall guidance of the High Commissioner, the Assistant High Commissioner for Operations plays a central role in shaping and delivering UNHCR's strategic direction as regards to operational delivery and impact, supporting the formulation, communication,

implementation and evaluation of activities globally. The Assistant High Commissioner for Operations also decides upon, declares and coordinates, or delegates the coordination of refugee emergencies on behalf of the High Commissioner.

In this capacity, the Assistant High Commissioner for Operations will:

Strategic leadership and advice

- Provide strategic advice and assist the High Commissioner on global operational leadership, including oversight of country operations, emergency preparedness and response, programme delivery, security and safety, supply and logistics, climate-related operational impacts, and engagement with development actors to advance protection and solutions.
- Engage in policy development and strategic direction in areas under the AHC-O's purview, and contribute as a member of the Senior Executive Team to deliberations on UNHCR's overall policies, operational priorities, risk posture, and programme delivery across diverse and complex contexts.
- In support of the High Commissioner, lead the strategy on engagement with development actors and strengthen UNHCR's catalytic role towards solutions.

External representation, advocacy and partnerships

- Represent the High Commissioner in senior-level bilateral and multilateral engagements with Governments, the United Nations system, international and intergovernmental organizations, development actors, and other partners on operational, emergency, and solutions-oriented matters.
- Promote effective humanitarian–development–peace engagement in displacement contexts, strengthening partnerships that support sustainable responses, inclusion, and responsibility-sharing.
- Undertake high-level missions on behalf of the High Commissioner to support major operations, emergencies, and politically sensitive situations, and to reinforce UNHCR's operational credibility and partnerships on the ground.

Executive management and performance

- Provide strategic leadership and oversight to the Regional Bureaux and global services under the AHC-O's purview, maintaining regular dialogue with Directors and senior managers, setting priorities, and reviewing performance against agreed objectives.
- Ensure effective coordination between headquarters, Regional Bureaux, and country operations, including during emergencies and large-scale operational transitions.
- Drive operational effectiveness and learning by strengthening planning, performance monitoring, and evidence-based decision-making across operations, including through improved use of data, analysis, and operational tools.

Operations delivery, risk and accountability

- Oversee the effective delivery of UNHCR's operations globally, ensuring timely and principled responses in emergencies, sustained performance in protracted situations, and continuity of operations under volatile and high-risk conditions.
- Provide leadership on operational risk management, including security, access, duty of care, and supply chain risks, advising the High Commissioner on emerging operational challenges and mitigation strategies.
- Ensure that operational policies, standards, and guidance are consistently applied, and that lessons from the field inform continuous improvement in programme delivery and emergency response.

Governance and people leadership

- Foster a field-centred, accountable, and inclusive operational culture, holding managers to high standards of leadership, coordination, staff welfare, security, and respect in the

workplace.

- Support senior leadership talent management within the operational pillar, including the deployment of experienced leaders to priority operations and emergencies.
- Promote collaboration across operational, protection, and corporate pillars to ensure coherent delivery of UNHCR's mandate.

Competencies

- **Professionalism:** Political awareness and diplomatic skills. Ability to operate effectively in high-pressure and politically sensitive environments;
- **Leadership:** Strong leadership, team building and management abilities. Demonstrated capacity to empower teams, foster collaboration, and drive organizational change and improvement;
- **Strategic Vision:** Provides clear strategic direction by identifying critical issues, opportunities and risks, and translating them into coherent policies, priorities and organizational choices.
- **Judgement and Decision-making:** Exercises sound, independent judgement and decisive leadership, including the ability to take difficult decisions under pressure and navigate complex political, institutional and operational environments.
- **Performance and Results Leadership:** Sets clear priorities, allocates resources strategically, and holds leaders accountable for delivery, while fostering a culture of performance, learning and continuous improvement.
- **Integrity and Ethical Leadership:** Upholds and models the highest standards of integrity, independence and professionalism, including the ability to withstand undue pressure and address misconduct decisively and fairly.
- **Accountability:** Assumes full responsibility for outcomes, delivers results aligned with organizational objectives, and reinforces accountability across functions, teams and governance structures.
- **Strategic Communication and Influence:** Demonstrates exceptional communication, negotiation and diplomatic skills, with the ability to influence at the most senior levels and represent the organization credibly in high-stakes and crisis contexts.

Qualifications

Education: advanced university degree (Master's degree or equivalent) in law, international relations, public administration, political or social sciences, humanitarian affairs or a related field.

Experience:

The position requires a minimum of 20 years of progressively responsible experience, including extensive senior executive leadership experience in large and complex international organizations, including:

- Demonstrated experience in high-level negotiation, communication and partnership-building, with the ability to build consensus and work effectively with a wide range of stakeholders, including governments, international organizations and partners;
- Strong understanding of refugee protection and broader forced displacement dynamics, including the humanitarian, political and operational dimensions of displacement;

- Demonstrated ability to navigate complex and constrained funding situations and steer engagement to advise the High Commissioner on the evolution operational priorities and needs, contingencies for emergencies, and staff security and safety;
- Demonstrated ability to drive institutional change and deliver measurable results in complex, high-pressure contexts, and politically sensitive environments;
- Proven experience in coordinating activities and policies across multiple actors and functions, both internally and externally, within a multilateral setting;
- Direct experience in engaging with development actors in order to mobilize engagement in displacement settings, and to help secure common strategies towards solutions, also in line with the delivering as One UN objectives;
- In-depth knowledge of internal UN policies and procedures, inter-agency collaboration and the UNHCR governance structure;
- Demonstrated commitment to the values and guiding principles of the United Nations, including humanitarian principles, integrity, professionalism and respect for diversity.

Languages

English and French are the working languages of the United Nations. For this position, fluency in English, with excellent drafting and public speaking skills is required. A working knowledge of another United Nations official language will be an advantage.

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