

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

Iraq Operation

Vacancy Notice No. IRQ/ERB/FTA/2021/005

Female candidates are strongly encouraged to apply

Title of Post	Senior Protection Assistant	Category/grade	General Service, G5
Post Number	10023503	Type of contract	Fixed-Term Appointment
Location	Erbil, Iraq	Date of Issue	01 April 2021
Effective date of assignment	As soon as possible	Closing Date	14 April 2021

ORGANIZATIONAL SETTING, WORK RELATIONSHIPS and OPERATIONAL CONTEXT:

The Erbil Field Response Unit covers Erbil governorate, serving refugees and IDPs residing in urban areas and camps. Erbil Governorate hosts about 50% of all the refugees in KRI with the vast majority being Syrian refugees but also substantial numbers of Iranian, Turkish and Palestinian refugees. Nearly 78% of refugees reside in urban areas and the remaining 22% reside in four refugee camps. The 4 refugee camps host Syrian refugees only while non-Syrian refugees (mainly Turkish and Iranians of Kurdish origin) predominantly live in urban areas and informal settlements. Erbil governorate also hosts about 260,000 IDPs living in six IDP camps as well as in urban areas. The camps accommodate about 20% of the total population of IDPs in Erbil, while the overwhelming majority of IDPs (about 80%) are living in non-camp locations in and around Erbil.

The Senior Protection Assistant will be part of the Community-Based Protection and Education Unit within the Erbil Field Response Unit and report to the Assistant Community-Based Protection Officer. The Senior Protection Assistant will in particular support the implementation of the Community Outreach Volunteer and Youth Outreach Volunteer Programmes in camps and urban areas which includes selection, provision of capacity building training, and accompaniment of the Volunteers as well as community participation more generally which includes support in establishing, maintaining and empowering community structures and community-led initiatives. S/he will also assume responsibilities under the area of education supporting access to education for persons of concern including to national education systems, collection and analysis of data related to education and provide support to community structures working on education. S/he will also be responsible to monitor partner activities and build capacity of partners in the areas listed above.

To fulfil the responsibilities of the position strong interpersonal skills are required to maintain effective communication and build relationships of trust with communities of concern. Proven experience in liaising with partners, authorities, and other stakeholders as well as a good sense for teamwork are required. Strong planning and organizational, analytical, and capacity building skills are required to ensure the proper planning and implementation of the Community Outreach Volunteer and Youth Outreach Volunteer Programmes, support partners effectively and adapt programmes based on the priorities and needs expressed by persons of concern. Previous experience in working with community structures and their empowerment, conducting protection analysis, working with persons at heightened risks, provision of individual assistance and orientation as well as knowledge on age, gender and diversity sensitive programming are a strong asset.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties:

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Provide counselling on protection issues to PoC; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Support activities in protection related AGD based programming with implementing and operational partners.
- Conduct preliminary information gathering and interviews in support of eligibility, status determination, durable solutions and social needs assessment.
- Contribute to measures to identify, prevent and reduce statelessness.
- Contribute to a country-level child protection plan as part of the protection strategy.
- Contribute to a country-level education plan for PoC as part of the protection strategy.
- Monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Participate in individual protection case management including cases of SGBV and child protection. Monitor and report on cases of refoulement, expulsion and other protection incidents.
- Assist in identifying durable solutions for PoC in voluntary repatriation, local integration and where appropriate, resettlement.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
- Draft reports, routine correspondence, update relevant databases and compiling statistics within the Area of Responsibility (AoR).
- Contribute to initiatives to enhance national and local protection capacities.
- Select PoC for preliminary interviews and decide which relevant information to share.
- Enforce integrity in the delivery of protection services by local implementing partners.
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

- 2 years relevant experience with High School Diploma; or years relevant work experience with Bachelor or equivalent or higher.
- Excellent Knowledge of English and working knowledge of Arabic Languages.

Desirable Qualifications & Competencies:

- Certificate and/or licenses in International Law, Political Science.
- Knowledge of Kurdish language.

Functional Skills:

- IT-Computer Literacy
- CL-Protection & Solutions Awareness
- PR-Protection-related guidelines, standards and indicators
- PR-Refugee Protection Principles and Framework

Required Competencies:

Core Competencies

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Cross-Functional Competencies

- Analytical Thinking
- Political Awareness
- Stakeholder Management

Eligibility:

Internal candidates (Group 1 and Group 2):

Interested staff members should consult the Administrative Instruction on Recruitment and Assignments of Locally Recruited Staff (RALS) (UNHCR/AI/2020/1/REV.2 dated 16 March 2021). If you have questions regarding your eligibility, you may also contact the HR Unit. Internal candidates are Group 1 and vetted group 2 candidates.

Group 1: Comprises current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

Group 2: Group 2 comprises candidates from the categories listed below after completion of one cumulative or continuous year of service in the country of the vacancy. The Group 2 status will be confirmed by DHR or the HR/Admin in the relevant country, as applicable:

- Current locally recruited UNHCR staff members holding a temporary appointment
- Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females)
- National United Nations Volunteers currently working for UNHCR
- National UNOPS and individual contractors currently working for UNHCR
- Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member's personal grade
- Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment
- Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment.
- Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment.

External candidates:

- External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

If you wish to be considered for this vacancy, please submit your letter of motivation, updated factsheet (for internals), signed Personal History Form (for Group 2 and external candidates) through the online portal at <https://www.unhcr.org/iraq-jobs/>.

The Personal History Form and its supplementary sheet can also be downloaded from the portal.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and oral interview. Please note that UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, training or any other fees).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

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