



UNHCR

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

Vacancy Announcement

Position title: Senior Protection Assistant

Position Grade: GL5

Vacancy Number: VN-17-22

Duty Station: Tehran

Type of Contract: Fixed Appointment

Interested applicants should directly send their applications/ P11 forms to email address: irnrevac@unhcr.org or refer to below websites:

UN website: www.un.org.ir

UNHCR website: <http://unhcr.org.ir/fa/job>

Closing date: 20 November 2017

Please make sure you will mention the Vacancy Number (VN-17-22) in the subject line of your email.

Short-listed candidates will be invited for **Written Test**.

Position Requirements:

1- ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

The Senior Protection Assistant normally reports to the Protection Officer or the Senior Protection Officer. He/she monitors protection standards, operational procedures and practices in protection delivery in line with international standards and provides functional protection support to information management and programme staff.

The Senior Protection Assistant provides quality, timely and effective protection support to persons of concern and identifies opportunities to mainstream protection methodologies and safeguards in operational responses. He/she contributes to designing a comprehensive protection strategy and may liaise externally with local authorities and partners on protection issues as guided by the supervisor.

The Senior Protection Assistant also ensures that persons of concern are involved with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, local authorities and protection and assistance partners.

2- FUNCTIONAL STATEMENT *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability *(key results that will be achieved)*

- The protection of populations of concern is met through the application of International and National Law relevant UN/UNHCR protection standards and IASC principles.
- Protection activities are guided by the UNHCR country protection strategy.
- The participation of persons of concern is facilitated through supporting participatory, rights and community based approaches.
- Support is provided to identify and report protection incidents.

Responsibility *(process and functions undertaken to achieve results)*

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Provide counselling on protection issues to persons of concern; 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 persons of concern 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 persons of concern 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.
- Assist in drafting reports, routine correspondence, updating relevant databases and compiling statistics for the protection unit / section.
- Contribute to initiatives to enhance national and local protection capacities.

Authority *(decisions made in executing responsibilities and to achieve results)*

- Select persons of concern for preliminary interviews and decide which relevant information to share.
- Enforce integrity in the delivery of protection services by local implementing partners.

3- REQUIRED COMPETENCIES, *which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.*

- **Empowering and building trust**
Creates an atmosphere of trust and confidence; puts in place the conditions needed for staff to be able to contribute their best.
- **Managing Resources**
Demonstrates the ability to plan and use resources (human and financial resources and/or physical assets) in accordance with UNHCR/UN guidelines, including the gender equity policy, so that objectives are achieved in the most effective manner possible.
- **Analytical thinking**
Displays analytical thinking by identifying, defining and analysing information, situations and problems. Arrives at viable solutions through a variety of approaches: critical thought, methodical review of implications, intuition and rational conclusions.
- **Political Awareness**
Identifies and understands relationships, constraints and pressures affecting others as well as their motivations and objectives; in light of UNHCR's mandate to serve refugees and other persons of concern..
- **Stakeholder management**
The ability to see the fulfilment of UNHCR's mission as part of a United Nations system by building networks of mutual trust with stakeholders in order to maximise results for people of concern.

4- ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED. *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*

- Education: Completion of secondary school. Additional Training courses in protection related issues.
- Job experience: relevant to the function: 4 years.
- Fluency in English and working knowledge of another relevant UN language or local language

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

5- DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

- Good computer skills.
- Completed Protection Learning Programme.