Individual Contractor (UNOPS ICA-Local www.unops.org)

Title: Protection Assistant

Place: Tapachula, Chiapas, MEXICO

Duration: August to December 2017.

Deadline to receive your application: July 26, 2017

General Background

Tapachula, Chiapas municipality is a key entry point for hundreds of thousands of Central Americans into Mexico, including an increasing and significant number of people in need of international protection, some with specific needs such as the LGBTI, unaccompanied and separated children, women at risk and survivors of violence. UNHCR Field Office Tapachula continues to play a key role in ensuring those fleeing criminal violence in the Northern Triangle of Central America are timely identified and have access to asylum in Mexico.

Within this context, UNHCR field offices main activities consist of (i) providing legal and basic material assistance and information to refugees and asylum-seekers, ensuring access to a fair and efficient refugee status determination (RSD) procedure, including for those in detention, (ii) promoting livelihoods and local integration and (iii) the delivery of trainning activities to different governmental staff and civil society organisations on basic principles of International Refugee Law.

UNHCR monitors COMAR-led RSD procedures, ensuring the provision of legal aid both in the context of community-based shelters and within detention facilities. In close coordination with COMAR, UNHCR also aims at facilitating access to and the timely finalization of RSD procedures. In coordination with the National Immigration Institute (INM), UNHCR regularly visits migration detention facilities, informing those detained on their right to seek asylum in Mexico, ensuring the prevention and responses to instances of refoulement as well as promoting alternatives to detention.

The office also works closely with the National Human Rights Commission (CNDH) on diverse issues affecting the human rights of asylum seekers and refugees. With existing federal and local offices of the Mexican Child Protection Authority (Procuraduría), UNHCR works to ensure proper protection responses and the systematic implementation of BID procedures on cases involving unaccompanied asylum seeking and refugee children.

UNHCR also delivers training activities to both government and civil society agencies on a wide range of issues, including on RSD, basic principles of refugee law, child protection and the prevention and response to instances of SGBV.

The Protection Assistant will be required to:

- Conduct regular monitoring visits to migration detention centres and community-based shelters for the identification of people in need of international protection, the provision of adequate information on RSD procedures and the timely documentation of situations affecting asylum seekers and refugees human rights.
- Ensure the proper collection of qualitative and quantitative data on issues considered to be of concern to UNHCR. This includes the regular collection of detention and individual cases in UNHCR dabase (ProGres).
- Assist in the organization regular participatory assessments with asylum seekers and refugees, as requested by the Head of Field Office / Associate Protection Officer.

- Assist in monitoring and providing guidance to UNHCR partners dedicated to legal aid, ensuring asylum seekers and refugees receive timely, adequate and professional legal assistance and representation, in particular in the context of RSD procedures.

- Support the creation and functioning of protection and legal networks aimed at ensuring the highest number of asylum seekers have access to legal aid and orientation.

- Regularly contribute to protection reports, ensuring the timely provision of precise and well-written analysis of protection issues affecting asylum seekers and refugees human rights.

- Regularly conduct field missions to different parts of the Area of Responsibility, as required by the Head of Field Office / Associate Protection Officer, monitoring the implementation of UNHCR projects and the overall human rights situation of asylum seekers and refugees.

- Carry out any other duties, as required and under the permanent guidance of the Head of Field Office /Associate Protection Officer.

Education
University degree in law or social science studies (international relations, political sciences, anthropology, sociology).

Work Experience
Minimum two years of experience related to the above description of activities.

Key Competencies

- Excelent drafting skills in Spanish;good knowledge of both written and oral English.
- Ability to work in an international multicultural environment, demonstrating flexibility and adaptabilty in the face of adverse and sometimes urgent situations affecting asylum seekers and refugees;
- Excellent communication skills, including with both civil society and government staff;
- Ability to effectively engage in a constructive dialogue with asyum seekers, refugees, members of host communities and other stakeholders;
- Demonstrated skills to to make good and quick decisions, including under pressure;
- Demonstrated ability to work in stressful, and demanding situations affecting individual cases;
- Demonstrated ability to manage personal and protected data information in a professional manner;
- Demonstrated ability of time management, and work organization skills.
- MS Office excelent knowledge and management.

UNHCR is not in a position to provide any support related to work permits in Mexico. Applications from expatriate candidates are welcome, but the applicant must be in possession of a permanent residence card or a valid permit to work in Mexico.

How to apply: Send your application to mexmevac@unhcr.org with the subject: **YOUR FIRST NAME/Prot Assist/UNOPS/TAP** together with signed UN Personal History form, P.11 (available at http://www.unhcr.org/recruit/p11new.doc), motivation letter one page and CV.

Deadline to receive applications: JULY 26, 2017

NOTE: Only candidates that have been considered as relevant for the selection process will be contacted. A test will be applied.