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

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. BRABR/20181008

Title of Post	**Protection Assistant**	**Category/grade**	**General Service, GS4**
Location	**Brasilia, Brazil**	**Date of Issue**	**15 October 2018**
Effective date of assignment	**15 November 2018**	**Closing Date**	**28 October 2018**

Operational Context:

The Protection Assistant normally reports to the Protection Officer or the Senior Protection Officer. Depending on the structure of the Office, the position may also report to senior national staff. The incumbent provides functional and administrative support to the protection unit on protection related liaison, correspondence, monitoring, case management and reporting activities.

The Protection Assistant also supports the protection unit in designing a comprehensive protection strategy and in providing quality, timely and effective protection responses to persons of concern. He/she may liaise externally with local authorities and partners on correspondence and/or protection issues as guided by the supervisor.

The Protection Assistant also facilitates the involvement of persons of concern 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.

Functional Statement:

Accountability

- 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.

Responsibility

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Observe and respect protection related Standard Operating Procedures (SOPs).
- Provide functional and administrative support in all protection related AGD based programming with implementing and operational partners.
- Provide functional and administrative support in implementing participatory approaches, needs assessments, monitoring, reporting and case management.

- Support assessments on durable solutions through voluntary repatriation, local integration and where appropriate, resettlement.
- Facilitate liaison with competent authorities for the issuance of personal and other relevant documents.
- Assist in drafting reports, routine correspondence, updating relevant databases and compiling statistics for the protection unit/section.

Authority

- 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.

Essential Minimum Qualifications and Experience:

- Education: Completion of secondary school. Additional Training courses in protection related issues required.
- Job experience: relevant to the function: 2 years.
- Fluency in English and working knowledge of another relevant UN language or local language.

Desirable Qualifications & Competencies:

- Knowledge of another official UN language(s) an asset.
- Good computer skills.

Required Competencies:

Cross-functional:

- Technological Awareness
- Political Awareness
- Stakeholder Management

Eligibility:

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.[1]

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.

[1] Completed and relevant university education can count as maximum 50% of the required years of work experience.

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 externals) to brabrhr@unhcr.org by 28 October 2018, with the subject line "[Vacancy notice number] PROTECTION ASSISTANT, BO Brasilia".** Application files must be named with the candidate´s full name, e.g. "NAME, LAST NAME – PHF".

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

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.