

UNHCR VACANCY ANNOUNCEMENT
External advertisement
Ref. SPA/2018/17

Date of advertisement: 20/11/2018
Application deadline: 26/11/2018

This is a UNHCR standard Job Description.

Number of vacancies advertised with the below job description: 2

IDENTIFICATION OF POSITION

Position No: **10029968 and 10029967**
Position Title: **Senior Protection Assistant**
Position Grade: **General Services, Level 5**
Position Location: **Madrid (Spain)**
Duration: **Starting in January 2019. Initial appointment 1 year**

POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT.

Currently in Spain there is a context of steadily increasing asylum applications reaching a record 32,000 applications in 2017 added to an already increased number in 2016. These circumstances are challenging the national asylum system as a whole, including a significant increase of asylum applications lodged at border posts and migrant detention centres which requires a demanding process in terms of monitoring of access and quality within shorter timeframes. Given its supervisory role in the Spanish refugee status determination procedure and the high number of asylum applications, UNHCR is focusing its activities towards improving both the efficiency and effectiveness of the national refugee status determination procedure.

The Senior Protection Assistant will be part of the Protection Unit in UNHCR Country Office in Spain, where she/he will be supervised by a Senior Protection Associate. Its functions will primarily relate to the reinforcement of UNHCR's capacity to fulfil its duties within the Spanish asylum system. He/she will monitor 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.

2.2 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.
- Support is provided to identify and report protection incidents.

Responsibility

- 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

- 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.

2.3 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.

<u>Code</u>	<u>Managerial Competencies</u>
1. <input checked="" type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership



UNHCR

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

6. M006 Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input checked="" type="checkbox"/> X007	Political Awareness
8. <input checked="" type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Education: Completion of secondary school. Additional Training courses in protection related issues.
- Job experience: relevant to the function: 4 years.
- Excellent knowledge of Spanish and working language of English and of any other relevant UN language.

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES.

- Good computer skills.
- Completed Protection Learning Programme.

How to apply - PLEASE READ CAREFULLY:

Please note that this is a local position for which having a valid working permit in Spain is required.

Please submit your **signed Personal History Form (PHF and PHF supplementary sheet)** in English by e-mail with the vacancy title "Senior Protection Assistant Ref. SPA/2018/17" in the subject line to spamavac@unhcr.org no later than **26/11/2018, 23:59 CET**.

Only complete applications submitted by e-mail with the required **attachments in pdf format** will be considered.

E-mails without vacancy title "Senior Protection Assistant Ref. SPA/2018/17" in the subject line will not be considered.

No late applications will be considered.

Only applications from candidates who are short-listed will be acknowledged.

Short-listed candidates will be required to hold an interview.