

## UNHCR VACANCY ANNOUNCEMENT

Ref. SPA/2018/18

Date of advertisement: 20/11/2018

Application deadline: 26/11/2018

This is a UNHCR standard Job Description.

### IDENTIFICATION OF POSITION

Position No: **10012131**

Position Title: **Protection Assistant**

Position Grade: **General Services, Level 4**

Position Location: **Madrid (Spain)**

Duration: **Temporary appointment, 6 months, January - June 2019 (to cover for a maternity leave)**

### POSITION REQUIREMENTS

#### 2.1 ORGANIZATIONAL CONTEXT.

The Protection Assistant reports to the Protection Officer. 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.

#### 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.

## 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.

**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 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
6. <input type="checkbox"/> M006	Managing Resources

  

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input checked="" 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 required.
- Job experience: relevant to the function: 2 years.



**UNHCR**

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

- Excellent knowledge of Spanish and working language of English.

## 2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES.

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

### **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 "Protection Assistant (maternity leave) Ref. SPA/2018/18" in the subject line to [spamavac@unhcr.org](mailto: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 "Protection Assistant (maternity leave) Ref. SPA/2018/18" 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.