

Título: **Oficial Asistente de Protección (Enfoque Comunitario)**
Grado: Oficial Nacional (NOA)
Duración: Un año
Tipo de contrato: Contrato Fijo
Lugar de trabajo: Ciudad de México

CONTEXTO OPERACIONAL

La violencia y la persecución causada por la delincuencia organizada en el norte de Centroamérica continua siendo una causa de desplazamiento forzado para miles de personas que no encuentran alternativas de protección en su país y llegan a México. Adicionalmente, la inestabilidad política de Venezuela ha provocado que cada vez más personas lleguen a México en búsqueda de asilo.

En este contexto, para garantizar la eficiente respuesta humanitaria y la coordinación en la recepción, determinación del estatuto de la condición de refugiado y la integración de las personas con necesidades de protección internacional, el ACNUR apoya al Gobierno Mexicano y trabaja de forma coordinada con otras agencias de la ONU y con organizaciones internacionales y de la sociedad civil en la implementación del Capítulo México del Marco Integral Regional para la Protección y Soluciones (MIRPS) y en el desarrollo de una política integral de asilo. El ACNUR en México también trabaja junto a la Comisión Mexicana de Ayuda a Refugiados (COMAR), órganos del poder judicial, instituciones públicas y organizaciones de la sociedad civil. Esto incluye (de manera enunciativa más no limitativa): 1) el cálculo de las necesidades presupuestarias de los municipios, estados y federación para el desarrollo e implementación de una política integral de asilo; 2) establecer un mecanismo de funcionamiento entre los diversos niveles y órdenes de gobierno; 3) diagnosticar y articular la inserción de solicitantes de asilo y refugiados reconocidos en los programas y servicios nacionales ya existentes; 4) asegurar que las acciones de la operación se lleven a cabo con base en el enfoque de edad, diversidad y género.

En México, el ACNUR cuenta con cinco oficinas localizadas en Tapachula, Chiapas; Tenosique, Tabasco; Acayucan, Veracruz; Saltillo, Coahuila, y la Representación en la Ciudad de México.

Esta posición supervisará al equipo de protección en Ciudad de México en abogacía y seguimiento a casos con necesidades específicas de protección, incluido pero no limitado a niñez, adolescentes y personas LGBTI. También apoyará a la elaboración y revisión de la estrategia comprensiva de protección a nivel nacional y coordinará la estrategia de protección comunitaria.

COMO POSTULAR: Enviar solicitud al correo mexmevac@unhcr.org con el asunto: **APPELLIDO/Ext Vac NOA Oficial Asistente de Protección (Enfoque Comunitario)**; junto con el formato Historia Personal (P.11) que puede encontrar en: <http://www.acnur.org/fileadmin/Documentos/Vacantes/2017/P11-English.docm>), su CV y una carta de una página indicando los motivos de su postulación.

***** Para los puestos de Oficial Nacional, es esencial contar con buen conocimiento de instituciones locales, las funciones del puesto requieren de conocimiento y experiencia nacional, los postulantes deben tener conocimiento relevante y sustancial de las condiciones locales, incluyendo haber pasado parte considerable de sus años de formación en México para estar familiarizados con las condiciones económicas, sociales y políticas. *****

Fecha límite para postular: 15 de julio de 2018. Se espera que la persona seleccionada esté disponible en Julio/Agosto de 2018.

NOTA: Solo se contactará a las personas que hayan sido considerados relevantes para el proceso de selección. Se aplicará un examen.



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification ⁽¹⁾: January 2016

(STANDARD)

PART 2A – IDENTIFICATION OF POSITION

Position No: 10025723

Position Title: **Assistant Protection Officer (Community-Based)**

Position Grade: NOA

Position Location : Mexico City

Functional Group⁽¹⁾: 2.2.d

Supervisor Position No., Title & Grade: PN 10019393 Snr Protection Officer, P4

CCOG Code⁽¹⁾: 1.G.02

Job Code⁽¹⁾: 002699/N02699

(1) To be completed by PCU

PART 2B – POSITION REQUIREMENTS

2.1 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 Assistant Protection Officer (Community-Based) is a member of the Protection Unit in a Country Operation and may report to the Senior Protection Officer, Protection Officer (Community-Based), or another more senior staff member in the Protection Unit. Under the overall direction of the Protection Unit, and in coordination with other UNHCR staff, government, NGO partners and other stakeholders, the Assistant Protection Officer (Community-Based) works directly with communities of concern to identify the risks they face and to leverage their capacities to protect themselves, their families and communities. The incumbent may have direct supervisory responsibility for part of the protection and/or support staff and supports the application of community-based protection standards, operational procedures, and practices in community-based protection delivery at the field level. S/he supports the application of community-based protection standards, operational procedures and practices in community-based protection delivery at the field level.

To fulfil this role the Assistant Protection Officer (Community-based) is required to spend a substantial percentage of her/his time working outside the office, building and maintaining networks within communities of persons of concern. The development and maintenance of constructive relationships with persons of concern that measurably impact and enhance protection planning, programming and results forms the core of the work of the Assistant Protection Officer (Community-Based). The incumbent also supports the designing of a community-based protection strategy by ensuring that it is based on consultation with persons of concern.

2.2 FUNCTIONAL STATEMENT. Describe the accountabilities, responsibilities and authorities associated with the position.

Accountability (key results that will be achieved)

- Effective and timely support is provided to the formulation of a clear and coherent protection and solutions oriented strategy, which incorporates a thorough age, gender and diversity analysis and reflects the Organization's global, regional and country level priorities.
- AGD sensitive analysis of community risks and capacities provides the essential basis for all of UNHCR's work.
- The participation of persons of concern is assured through continuous assessment and evaluation using participatory, rights and community based approaches, which inform protection and assistance programming and ensure that UNHCR meets its commitments to accountability to persons of concern.
- National protection capacities are improved through direct engagement, research and advocacy with all relevant external interlocutors.
- Protection incidents and needs are immediately identified and addressed through direct intervention, advocacy and public exposure

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

- Be fully informed about community structures and the protection and security situation of the population of concern and develop strong links with a cross-section of members of refugee/IDP/stateless communities, using an AGD approach.
- Through relationships with persons of concern and network of partners stay abreast of political, social, economic and cultural developments that have an impact on the protection environment and provide advice to senior management. Ensure that the perspectives, capacities, needs and resources of the persons of concerns are reflected in the protection strategy, planning processes and operations plan addressing the specific protection needs of women and men, children, youth and older persons, persons with disabilities, and marginalized groups.
- Ensure through direct action and advocacy with more senior protection staff that the necessary resources are allocated to enable community work to identify and address protection and assistance gaps.
- Support a consultative process with government counterparts at local levels, partners and persons of concern to develop and implement integrated strategies that address the key protection priorities, including, for example, child protection, education and SGBV, and solutions approaches.
- Provide technical guidance and support to UNHCR and partners and implement and oversee Standard Operating Procedures (SOPs) on all community-based protection related issues.
- Support the design, implementation and evaluation of protection centred and solutions oriented programming with implementing and operational partners guaranteeing that community-owned activities are integrated.
- Support communities in establishing representation and coordination structures
- Promote confidence building and conflict resolution among populations of concern, authorities and host communities.
- Maintain protection presence through regular field missions and reports, making direct contact with persons of concern, host communities, local authorities and partners. In operations applying the humanitarian cluster system, contribute to ensuring that the response of the Protection Cluster is grounded in an AGD-compliant strategy which covers all assessed and prioritized protection needs of the affected populations.
- Support the Operation's work to ensure the protection strategy is fully integrated into the Country Operations Plan, the UN Development and Assistance Framework (UNDAF), the Humanitarian Country Team's common humanitarian action plan where applicable.
- Contribute to the Protection team's information management component which: provide disaggregated data on populations of concern and their problems; researches, collects and disseminates relevant protection information and good practices to enhance protection delivery and provide technical advice if necessary.
- Ensure participatory, community-based protection and AGD approaches are included in strategies and plans in the Country Operation.
- Ensure community understanding of UNHCR's commitment to deliver on accountability and quality assurance in its response.
- Support persons of concern to develop structures that enhance their participation and protection.

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

- Contribute to the design of the community-based protection strategy, project submissions and the budget for endorsement by the Senior Protection Officer or the Representative.
- Chair protection meetings with partners
- Intervene with authorities on community-based protection issues.
- Negotiate with local counterparts, partners and populations of concern.

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. 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.

- | <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 checked="" type="checkbox"/> M003 | Judgement and Decision Making |
| 4. <input type="checkbox"/> M004 | Strategic Planning and Vision |
| 5. <input type="checkbox"/> M005 | Leadership |
| 6. <input checked="" type="checkbox"/> 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 checked="" 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 type="checkbox"/> X008 | Stakeholder Management |
| 9. <input type="checkbox"/> X009 | Change Capability and Adaptability |

2.4 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.

- Undergraduate degree (equivalent of a BA/BS) in International Development, Cultural Studies, Human Rights, International Social Work, Social Science, Political Science, Anthropology, International Law or other clearly related disciplines
- Minimum 1 year professional working experience in the areas of community services, social work (e.g., gender, SGBV programs, women's empowerment and protection, work with refugees) or/and human rights or related tasks in government, NGO or international organisation.
- Full command of Spanish and excellent knowledge of English.

***** For National Officer positions, very good knowledge of local language and local institutions is essential *****

2.5 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.

- Diverse field operational experience.
- Good IT skills including database management skills.
- Proven communication skills, both oral and written.
- Demonstrated knowledge of community communication and engagement approaches
- Understanding of and demonstrated competencies in forced displacement and protection, particularly SGBV prevention and response, child protection, education, gender equality, and the application of the Age, Gender and Diversity Policy.