

La Oficina en Costa Rica del Alto Comisionado de las Naciones Unidas para los Refugiados (ACNUR), informa y les invita a participar en el **concurso para tres (3) posiciones de “Asistente de Protección”**.

Los detalles generales de la vacante se describen en el documento adjuntado o en nuestra página: <http://www.acnur.org/oportunidades-de-trabajo-en-las-americas-y-espana.html>

IMPORTANTE : Por favor de notar que no se consideraran aplicaciones que no cumplen **TODOS** los requisitos.

Solo se contactarán a las personas que hayan sido preseleccionadas (lista corta).

Nombre del puesto	Asistente de Protección (tres posiciones)
Referencia del puesto	CRI018
Nivel del puesto	Contratista/G4
Sede de trabajo	Upala con viajes muy frecuentes a Los Chiles, Peñas Blancas y Ciudad Quesada.
Duración de contrato	Del 01 de Noviembre hasta 31 de Diciembre 2018 (con posibilidad de extensión en 2019)
Fecha límite para aplicar	Jueves 25 de Octubre 2018
Requerimientos	<ul style="list-style-type: none"> Las personas interesadas deben ser costarricenses, nacionalizadas costarricense, o extranjera con residencia permanente en Costa Rica con permiso laboral. Formulario PHF (completado, completo y firmado) <p>NO SE CONSIDERARAN APLICACIONES QUE NO CUMPLEN TODOS LOS REQUISITOS</p>
Medio/forma de aplicar	Favor enviar sus aplicaciones por correo electrónico: cosa@unhcr.org Indicar en el asunto: Referencia de puesto + Puesto + apellido + nombre
Modalidad de selección	Entrevista
Documentos adjuntos	<ul style="list-style-type: none"> Formulario PHF Descripciones de Tareas.

Terms of Reference

1. Purpose and Scope of Assignment (concise and detailed description of activities, including measurable outputs and delivery dates, impact indicators (what qualitative and quantitative results would be achieved upon completion of the assignment), performance indicators (timelines, value of the service rendered in relation to the cost, timeliness) and work plan):

The Protection Assistants are responsible for protection monitoring, supporting all activities related to registration, which may also include functions related to reception, filing and data management. The Protection Assistant responds to queries from, asylum seekers and refugees regarding UNHCR's registration, asylum and assistance procedures and their rights and entitlements. The Registration Assistant liaises with protection staff and partners to ensure timely identification and referral of persons of concern for protection follow up. The Protection Monitoring Assistant conducts border monitoring and protection monitoring of vast areas affected by refugee movements. Therefore the person is expected to be mobile and travel on a regular basis. The Protection Assistant regularly interacts with and collects protection data from the affected populations, authorities and community leaders. The Protection Assistant shares information on registration and assistance procedures through their work with community leaders, awareness sessions to the communities and distribution of information materials. The Protection Assistant interacts regularly with UNHCR partners and other organisations present in the field and shares information about asylum and assistance processes.

The Registration Assistant may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

Tasks :

- **Conduct border monitoring and report on arrival and protection trends and data.**
- **Conduct protection monitoring and assessments.**
- **Conduct registration interviews in accordance with local SOPs and registration standards.**
- **Respond to queries from asylum seekers and refugees regarding UNHCR's registration procedures and their rights and entitlements.**
- **Maintain accurate and up-to date records and data related to all individual registration cases.**
- **Identify persons with specific needs and ensure timely referral to protection follow-up as required.**
- **Collaborate with protection staff and/or partners in the delivery of assistance and programming, including provision of identity and entitlement documentation**
- **Act as interpreter and translator when needed.**
- **Perform other related duties as required.**

2. Monitoring and Progress Controls (reports requirements, periodicity, format, deadlines):

Regular contact with supervisors and relevant technical colleagues and coordination meetings with staff in Upala.

3. Definition of the Final Product (i.e., survey completed, data collected, workshop conducted, research documents produced, etc.):

Accurate data on daily arrivals in area of responsibility is provided on daily basis. During the full registration day: 10 families registered per day. This output might be decreased if other activities are requested on that day.

4. Qualification and Experience of the Individual Contractor (degree required, years of experience, field of expertise, language required):

- **Completion of secondary education preferably with post-secondary training or certificate in social science, statistics, mathematics, information technology or related fields.**
- **Minimum 2 years of relevant job experience.**
- **Knowledge of Populations of Concern to UNHCR would be a strong asset.**
- **Work experience with refugees, asylum seekers and vulnerable persons.**
- **Good computer skills, including knowledge of Excel and databases.**
- **Excellent knowledge of Spanish. English would be an asset.**