

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNAL / EXTERNAL – VACANCY NOTICE – FIX TERM APPOINTMENT

Title of Position: Community-Based Protection Assistant
Position Number: 10021125
Category & Level: General Service, G-4
UNHCR Esmeraldas, Ecuador
Effective date: **26 April 2020**
Duration: **Fixed Term Appointment**
This position is advertised in replacement capacity, the incumbent has return rights for 12-18 months
Closing Date: **26 March 2020**

OPERATIONAL CONTEXT

UNHCR in Ecuador aims at the delivery of protection, assistance and solutions to a variety of persons of concern to UNHCR such as asylum-seekers, refugees, and stateless persons, in partnership and close collaboration with national authorities as well as non-governmental organizations and local communities. Related activities often need to be implemented within short timeframes and at times with relatively little resources in a demanding operational environment. The operation is coordinated at the national level by the national branch office in Quito. In addition, UNHCR has Field Offices (FO) in Quito (Solanda), Esmeraldas, Guayaquil, Huaquillas, Ibarra, Tulcán, Lago Agrio, Cuenca and Machala.

Ecuador is a destination and transit country for persons in need of international protection. Over the past two decades Ecuador has been hosting more than 68,000 recognized refugees (mainly Colombians) and has become a main destination and transit country for Venezuelan refugees and migrants. Ecuador receives the second largest number of Venezuelans after Colombia. Over 2.2 million have arrived in Ecuador since 2016. In 2019 Venezuelans have been arriving in Ecuador at an average of 1,950 people per day, almost all through the border crossings with Colombia. While 80% of Venezuelans arriving in Ecuador are in transit to third countries, official estimates are that more than 385,000 are residing in Ecuador.

The 2020 programming of the Field Office in Esmeraldas (FOES) reflects the operational prioritization of Community Based Protection (CBP) strategies to ensure the rights of an increasing refugee population, as well as the host population that faces its own challenges. In this way, the Field Office increases its protection impact while encouraging productive local integration of persons of concern to UNHCR. In light of this focus, the Protection Assistant will be required to spend significant time in the field supporting the development of CBP initiatives, and experience and capacity in this area of UNHCR work is an asset.

The Community Based Protection Assistant (CBP Assistant) will work to ensure that Persons of Concern to UNHCR are active participants in making the decisions regarding the programs that impact their lives. The CBP Assistant will support communities and Persons of Concern in the process of learning and exercising their rights and identifying and enacting appropriate solutions to the challenges they face. The CBP Assistant will advance the UNHCR Age, Gender, Diversity (AGD) Policy in coordination efforts with communities, partners, and authorities and will accompany processes for the prevention of SGBV, and child protection. The CBP assistant will thus build partner capacity to ensure that persons of concern have equitable, non/discriminatory access to protection and assistance programs, assisting the FO to ensure specific needs responses of senior citizens, persons with disabilities, LGBTI individuals, and individuals belonging to national, ethnic, linguistic and religious minorities. The incumbent will be required to build effective relationships with communities of concern, local authorities, and UNHCR partners to achieve the aforementioned objectives.

The CBP Assistant will also handle individual protection cases including making effective referrals, assist in outreach efforts and the dissemination of relevant information to communities of concern.

ORGANIZATIONAL CONTEXT

The Community-Based Protection Assistant is a member of the Protection Unit and reports to the Protection Associate, 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 incumbent works directly with communities of concern to identify the risks they face and to leverage their capacities to protect themselves, their families and communities. 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 Community-Based Protection Assistant is required to spend a substantial percentage of the workday outside the office, building and maintaining networks within communities of persons of concern (PoC). The development and maintenance of constructive relationships with PoC that measurably impact and enhance protection planning, programming and results, form the core of the work of the incumbent. S/he also supports the designing of a community-based protection strategy by ensuring that it is based on consultation with PoC.

FUNCTIONAL STATEMENT

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

- Through relationships with PoC 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 the protection team. Understand the perspectives, capacities, needs and resources of the PoC and advise the protection team, accordingly, highlighting the specific protection needs of women and men, children, youth and older persons, persons with disabilities, marginalized groups.
- Support implementing and operational partners as well as displaced and local communities to develop community-owned activities to address, where applicable, the social, educational, psycho-social, cultural, health, organisational and livelihood concerns as well as child protection and prevention and response to SGBV.
- Assist in working with host communities to involve national civil society groups in improving the protection of PoC.
- Assist in the analysis that identifies the capacities of communities of concern and risks they face.
- Support participatory assessments and ongoing consultation with PoC.
- Support communities in establishing representation and coordination structures.
- Ensure community understanding of UNHCR's commitment to deliver on accountability and quality assurance in its response.
- Collect data for monitoring of programmes and budgets from an AGD perspective.
- Draft and type routine correspondence, documents and reports and maintain up-to-date filing systems.
- Act as an interpreter in exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Assist in the enforcement of participatory AGD sensitive analysis as an essential basis for all of UNHCR's work.
- Identify and recommend which individuals or groups to prioritize for counselling and field visits based on agreed criteria.
- Enforce compliance of implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Perform other related duties as required.
- Identify SGBV and Child Protection cases; provide timely advice and guidance to PoC with specific protection needs, according to the Operation Case Management SOPs. Report trends in case management analysis with specific focus on persons with specific needs.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- Education: Completion of secondary education with certificate. Additional training courses in International Development, International Social Work, Anthropology, Cultural Studies, Social Science, International Law, Human Rights, Political Science.
- Job Experience: 4 years relevant experience.
- Knowledge of English and/or UN working language of the duty station if not English.

Desirable:

- UNHCR learning programmes (PLP).
- Knowledge of MSRP

Functional Skills:

- *IT-MS Office Applications
- *IT-Computer Literacy
- UN-UN/UNHCR Administrative Rules, Regulations and Procedures
- UN-UN/UNHCR Financial Rules and Regulations and Procedures
- IT-Enterprise Resource Planning (ERP)
- PR-Community-based Protection
- PR-Community-based Protection - Principles and methodologies
- CL-Multi-stakeholder Communications with Partners, Government & Community

Core Competencies:

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Cross-Functional Competencies:

- Stakeholder Management
- Planning and Organizing
- Political Awareness

ELIGIBILITY

External candidates must be present in the country at the moment of selection.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your **Personal History Form (PHF)** and its supplementary pages (if applicable) and motivation letter by e-mail with “**LAST name – VN-28-20 Community-Based Protection Assistant FOES, G4 (FTA)**” in the subject line to: **ECUQUHR@unhcr.org** by **26 March 2020**.

NOTE

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation. UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

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>