

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 VN-036-20-COSSA el puesto: PN 10030295, Senior Community-Based Protection Associate, FTA, G7, San José, Costa Rica**

Los detalles generales de la vacante se describen a continuación:

Vacante Número:	VN-036-20-COSSA
Número de puesto	10030295
Nombre del puesto	Senior Community-Based Protection Associate
Tipo de contrato	Fixed-term appointment
Nivel del puesto	G7
Sede de trabajo	San José, Costa Rica
Fecha límite para aplicar:	31 de Julio 2020
Hora límite para aplicar:	23:59 horas (hora de Costa Rica)
Requerimientos	<ul style="list-style-type: none"> Las personas interesadas deben ser costarricenses, nacionalizadas costarricense, o extranjera con residencia permanente en Costa Rica y con permiso laboral. Carta de interés. Llenar Formulario PHF (completo y firmado)
Medio/forma de aplicar	<p>Favor enviar su aplicación a la dirección:</p> <ul style="list-style-type: none"> correo electrónico: cossarrhh@unhcr.org <p>Indicar en el asunto: Vacante número + apellido + nombre</p>
Modalidad de selección	Solo los candidatos en lista corta serán contactados para una entrevista y una prueba técnica escrita.
Documentos adjuntos	<ul style="list-style-type: none"> Descripción de funciones Formulario PHF

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

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. VN-036-20-COSSA**

Title of Post	Senior Community-Based Protection Associate	Category/grade	General Service, G7
Post Number	10030295	Type of contract	Fixed-term appointment in replacement capacity
Location	San José, Costa Rica	Date of Issue	17 July 2020
Effective date of assignment	1 October 2020	Closing Date	31 July 2020

Operational Context: *(include details here on the “ideal” candidate – both in terms of soft skills, as well as technical/functional skills etc).*

The candidate should have a strong protection background and a solid understanding of protection challenges and opportunities in Costa Rica. Sensitivity to protection concerns and opportunities at the community level and previous experience working with organized and non-organized refugee and host communities to achieve protection outcomes is highly desirable. The candidate should be able to work together with communities, civil society organizations and authorities to build trust and ensure communication, participation and accountability to affected populations are streamlined throughout UNHCR’s work.

The candidate should have experience in liaising with counterparts within the organization and outside the duty station, as well as with partners and other stakeholders to collect information, monitor programme activities and implement administrative requirements. Demonstrated awareness of the political and security challenges which may impact the normal project delivery is needed and negotiation skills are necessary. S/he is needed to have a sound demonstrated skills in dealing with authorities and other stakeholders in the operation. The candidate should have previous experience in working under stressful environments and managing teams.

Functional Statement: *(to be taken from the job description)*

Accountability *(key results that will be achieved)*

- Effective support and advice is provided to promote and undertake community-based protection activities which address the social, cultural, and livelihood needs of populations of concern, with key activities including conducting participatory assessments, promoting capacity-building, facilitating organizational development and participation and directing community efforts that promote refugees’ and host communities’ rights, resilience and self-reliance.
- 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, especially national and local authorities and community and civil society organizations.

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

- Assist functional units, the Multi-Functional Team (MFT) and senior management to integrate participatory and community-based approaches in the overall protection strategy and operational procedures.
- 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.
- Work with host communities to identify opportunities for national civil society involvement in improving the protection of PoC.
- Work with implementing and operational partners as well as with 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.
- Perform analysis that identifies the capacities of communities of concern and risks they face.
- Contribute to participatory assessments and ongoing consultation with PoC using multifunctional teams.
- Plan and monitor programmes and budgets with an AGD perspective.
- Build capacity to maximize opportunities for participatory and community-based approaches and to make appropriate use of guidelines and tools in working with partners and other relevant entities.
- 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.
- Assist in developing UNHCR communication strategies by emphasizing the participatory, community-based and AGD approaches.
- Act as an interpreter in exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Contribute to the enforcement of participatory AGD sensitive analysis as an essential basis for all of UNHCR's work.
- Initiate AGD sensitive interventions at the appropriate level on community-based protection issues and to respond to protection concerns and incidents within the office, with external interlocutors, groups and individuals based on agreed parameters.
- Identify and select which individuals or groups to prioritize for counselling and field visits based on agreed criteria.
- Intervene with authorities on protection.
- Enforce compliance of staff and implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- As instructed by the supervisor, approve individual payment requests for PoC.
- Perform other related duties as required.

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

- Contribute to the enforcement of participatory AGD sensitive analysis as an essential basis for all of UNHCR's work.
- Initiate AGD sensitive interventions at the appropriate level on community-based protection issues and to respond to protection concerns and incidents within the office, with external interlocutors, groups and individuals based on agreed parameters.
- Identify and select which individuals or groups to prioritize for counselling and field visits based on agreed criteria.
- Intervene with authorities on protection.
- Enforce compliance of staff and implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Submit individual payments request for persons of concern for approval.

Essential Minimum Qualifications and Experience:

Education & Professional Work Experience

Years of Experience / Degree Level

- 4 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Field(s) of Education

- Not applicable.

Certificates and/or Licenses

- Development Studies, Human Rights Community Development /Social Work
- Social Science, Political Science International Law

Relevant Job Experience

Essential

- Not specified.

Desirable

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

Functional Skills

- *IT-MS Office Applications
- *IT-Computer Literacy
- IT-Enterprise Resource Planning (ERP)
- UN-UN/UNHCR Administrative Rules, Regulations and Procedures
- UN-UN/UNHCR Financial Rules and Regulations and Procedures
- PR-Community-based Protection
- PR-Community-based Protection - Principles and methodologies
- CL-Multi-stakeholder Communications with Partners, Government & Community
- PG-Experience with coordinating with Implementing Partners (Government/INGO/NGO/Corporate)
- TR-Capacity Building

Language Requirements:

- Knowledge of English and/or UN working language of the duty station if not English.

Desirable Qualifications & Competencies:

Core Competencies

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

Managerial Competencies

- Judgement and Decision Making
- Empowering and Building Trust
- Managing Performance

Cross-Functional Competencies

- Stakeholder Management
- Planning and Organizing
- Political Awareness

Eligibility:

- Candidates must be Costa Rican citizens or permanent residents.
- **Internal candidates:** Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country. Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation (if such criteria are not met, former staff members can still apply as external candidates).

- **External candidates:** External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.¹

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>

¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation, updated factsheet (for internals), signed Personal History Form and supplementary (for externals) by e-mail clearly stating the position title, vacancy notice number and your Last Name in the subject line to: cossarrh@unhcr.org** by the closing date.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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