
Protection Assistant, UNOPS LICA-4

UNHCR Multi-country office in Panama is looking for qualified candidates for the following position:

Title: Protection Assistant
Contract Type: UNOPS Individual contractor
Contract Level: LICA-4 (equivalent to GS4 level)
Duty Station: Paramaribo, Suriname
Language: Fluency in English, Spanish and Dutch
Start Date: Immediately
Contract Duration: 10 months
Application deadline: *January 25, 2021.*

*****Candidates should have valid residency in Suriname*****

General Background

The United Nations High Commissioner for Refugees is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. UNHCR was created in 1950, during the aftermath of the Second World War, to help millions of Europeans who had fled or lost their homes. UNHCR had three years to complete its work and then disband. Today, 70 years later, the organization is still hard at work, protecting and assisting refugees around the world.

UNHCR workforce is its backbone. The agency is present in 135 countries and as of 31 May 2020, UNHCR employs 17,324 people, of whom around nearly 90 per cent are based in the field to help the displaced, specializing in a wide range of disciplines, including legal protection, administration, community services, public affairs and health.

Job Description

Organizational Setting and Work Relationships

The Protection Assistant reports to the Senior Protection Officer at MCO Panama. The incumbent provides functional and administrative support on protection related liaison, correspondence, monitoring, case management and reporting activities and is the main point of contact for UNHCR in Suriname.

The Protection Assistant also supports in providing quality, timely and effective protection responses to persons of concern (PoC) in line with the comprehensive protection strategy, that he/she will contribute to. S/he 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 PoC in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems.

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To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, local authorities and protection and assistance partners.

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.

Duties

- Monitor the protection situation for asylum seekers and refugees in Suriname.
- Liaise and advocate with government authorities and other strategic partners for access of asylum seekers and refugees to basic rights and solutions.
- Provide reception for asylum seekers and refugees; registering in coordination with the multi-country office in Panama, asylum seekers in UNHCR's case management system (Progres); providing them with documentation of their status.
- Provide cash-based assistance to the most vulnerable asylum seekers and refugees in close coordination with the multi-country office in Panama.
- Provide functional and administrative support in implementing participatory approaches, needs assessments, monitoring, reporting and case management.
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience/Degree Level

- 1 year relevant experience with High School Diploma; or Bachelor or equivalent or higher**

Certificates and/or Licenses

- *Protection* (Not specified)

Functional Skills

- *IT-Computer Literacy*
- *CL-Protection & Solutions Awareness*
- *PR-Protection-related guidelines, standards and indicators*
- *PR-Refugee Protection Principles and Framework*

Language Requirements

- *English, Spanish and Dutch are all required languages for this position.*

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Legal Status

Applicant must have legal residence with valid work permit in Suriname.

Competency Requirements

Core Competencies

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

Cross-Functional Competencies

- Analytical Thinking
- Political Awareness
- Stakeholder Management

Application deadline:

Please send your application and UNHCR Personal History Form (P11) with reference to the Job Title to the following email: panpava1@unhcr.org, before January 25, 2021.

Personal History Form (P11) can be downloaded from <https://www.unhcr.org/recruit/p11new.doc>

Late or incomplete applications will not 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.