

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 una posición temporal de “Asociada/o de Protección (Basada/o en Comunidad), G6”**.

Los detalles generales de la vacante se describen en el documento adjuntado.

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	<b>“Asociada/o de Protección (Basada/o en Comunidad)”</b>
Nivel del puesto	<b>G6</b>
Sede de trabajo	Upala.
Duración de contrato	Del 01 de Septiembre hasta 31 de Diciembre 2018 (con posibilidad de extensión en 2019)
Fecha límite para aplicar	Jueves 16 de Agosto
Hora límite para aplicar	12 md (hora de Costa Rica)
Requisitos	<ul style="list-style-type: none"> <li>Las personas interesadas deben ser costarricenses, nacionalizadas costarricense, o extranjera con residencia permanente en Costa Rica con permiso laboral.</li> <li>Formulario PHF (completado, <b>completo</b> y firmado)</li> <li>Working knowledge of English (spoken and written)</li> <li>Licencia de conducir B1 vigente</li> </ul> <p style="text-align: center;"><b>NO SE CONSIDERARAN APLICACIONES QUE NO CUMPLEN TODOS LOS REQUISITOS</b></p>
Medio/forma de aplicar	<p>Favor enviar sus aplicaciones a cualquiera de las siguientes direcciones:</p> <ul style="list-style-type: none"> <li>correo electrónico: <a href="mailto:cossa@unhcr.org">cossa@unhcr.org</a></li> <li>Físicamente: ACNUR, San José, Rohrmoser, de casa de don Oscar Arias: 100 m oeste y 100 m sur.</li> </ul> <p>Indicar en el asunto: Puesto + apellido + nombre</p>
Documentos adjuntos	<ul style="list-style-type: none"> <li>Formulario PHF</li> <li>Descripciones de Tareas.</li> </ul>



# UNHCR JOB DESCRIPTION

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

Date of Classification <sup>(1)</sup>: January 2016

(STANDARD)

## PART 2A – IDENTIFICATION OF POSITION

Position No:

Position Title: **Protection Associate (Community-Based)**

Position Grade: **G6**

Position Location : Upala

Functional Group<sup>(1)</sup> : 2.2.d

Supervisor Position No., Title & Grade:

CCOG Code <sup>(1)</sup> : 2.2.01

Job Code <sup>(1)</sup> : 002704

Job Profile <sup>(1)</sup> : 00002704

(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 Protection Associate (Community-Based) is a member of the Protection Unit in a Country Operation and may report to the 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 Protection Associate (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. To fulfil this role the Protection Associate (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 Protection Associate (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 support and advice is provided to promote AGD sensitive analysis of community risks and capacities as the essential basis for all of UNHCR's work.
- 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.

**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 delivery strategy and operational procedures.
- 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 the protection team. Understand the perspectives, capacities, needs and resources of the persons of concern 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 persons of concern.
- 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.
- Assist in the analysis that identifies the capacities of communities of concern and risks they face.

- Support participatory assessments by multifunctional teams and ongoing consultation with persons of concern.
- Assist in planning and monitoring of programmes and budgets, with an AGD perspective.
- Build office capacity for community-based protection through training and establishing systems for community mobilization and participation of persons of concern.
- 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.
- Act as interpreter in exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Maintain protection presence and promote confidence building through regular field missions and reports, making direct contact with persons of concern, host communities, local authorities and partners.
- Provide advice and guidance on protection issues to internal and local external interlocutors; facilitate access to legal assistance for persons of concern and the issuance of personal documents by local authorities
- Facilitate effective systematization and management of data to enhance monitoring, response and evaluation mechanisms.
- Assist in developing and implementing UNHCR's communication strategy to generate support from local counterparts.
- Assist in the implementation of registration strategies and methodologies for populations of concern.
- Perform other relevant 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 implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Recommend and prepare payments to individual cases.

**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 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.

- Completion of the Secondary education; Training/certificate in International Development, Cultural Studies, Human Rights, International Social Work, Social Science, Political Science, Anthropology, International Law or other clearly related disciplines is required.
- Minimum of 6 years previous relevant job experience.
- Computer skills (MS Office, including Excel, Word, PowerPoint, Access).
- Fluency in English and working knowledge of another relevant UN language or local language.

(In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.)

**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.*

- Knowledge of Administrative/financial rules, procedures, processes in the context of UNHCR offices and Field operations.
- UNHCR learning programmes (PLP).
- Knowledge of MSRP.