

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. BRABR/2019/071/Corr1**

<b>Title of Post</b>	<b>Senior Protection Assistant</b>	<b>Category/grade</b>	<b>LICA 5</b>
<b>Post Number</b>	N/A	<b>Type of contract</b>	<b>UNOPS</b>
<b>Location</b>	<b>Brasilia, Brazil</b>	<b>Date of Issue</b>	<b>9 September 2019</b>
<b>Closing Date</b>		<b>15 September 2019</b>	
<b>This is a change in level and title of advertisement <u>BRABR/2019/071</u> and extension of closing date.</b>			

**Operational Context:**

The Senior Protection Assistant normally reports to the Brasilia Branch Protection Officer and in certain tasks may report directly to the Deputy. The incumbent provides functional and administrative support to the protection unit on protection related liaison, correspondence, monitoring, case management, research, drafting and reporting activities to support the overall activities of the Brasilia Branch national office and field support responsibilities.

The Senior Protection Assistant supports the Protection Unit in supporting a comprehensive protection strategy both in the Venezuela Emergency and non-Emergency context and in providing quality, timely and effective protection responses to persons of concern. He/she may liaise externally with local authorities and partners on correspondence and/or protection issues as guided by the supervisor.

The Senior Protection Assistant also facilitates the involvement in understanding and responding to the needs of asylum seekers and refugees in Brazil from in accessing their rights or in identifying appropriate solutions to their problems by liaising with civil society and government partners. The Senior Protection Assistant will need to build and maintain effective interfaces with communities of concern, local authorities and protection partners and universities.

The Senior Protection Assistant may be required to travel, in that case, the fees for travel will be paid separately.

**Functional Statement:**

Accountability:

- The protection of populations of concern is met through the application of International and National Law, relevant UN/UNHCR protection standards and IASC principles.
- Protection activities are guided by the UNHCR country protection strategy.

- The participation of persons of concern is facilitated through supporting participatory, rights and community based approaches.

Responsibility:

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Observe and respect protection related Standard Operating Procedures (SOPs).
- Provide functional and administrative support in all protection related AGD based programming with implementing and operational partners.
- Provide functional and administrative support in implementing participatory approaches, needs assessments, monitoring, reporting and case management.
- Support assessments on durable solutions through voluntary repatriation, local integration and where appropriate, resettlement.
- Facilitate liaison with competent authorities for the issuance of personal and other relevant documents.
- Assist in drafting reports, routine correspondence, updating relevant databases and compiling statistics for the protection unit/section.
- Regular meetings and check-ins with Supervisor to assess progress of tasked activities and responsibilities.

Authority:

- Select persons of concern for preliminary interviews and decide which relevant information to share.
- Enforce integrity in the delivery of protection services by local implementing partners.

**Essential Minimum Qualifications and Experience:**

- Education: Completion of university degree in relevant field to international human rights, refugee law, human rights and other relevant field of study.
- Job experience relevant to the function: minimum of 4 years.
- Excellent computer and organizational skills.
- Fluency in Portuguese and English required.

**Desirable Qualifications & Competencies:**

- Fluency in Spanish is strongly desired.
- Additional Training courses in protection related issues is highly preferred.

**Required Competencies:**

Cross-functional:

Planning and Organizing  
 Technological Awareness  
 Political Awareness  
 Stakeholder Management  
 Analytical Thinking  
 Innovation and Creativity

### Eligibility:

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.<sup>1</sup>

### Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation and signed Personal History Form** to [brabrhr@unhcr.org](mailto:brabrhr@unhcr.org) by **15 September 2019**, with the subject line “BRABR/2019/071 Senior Protection Assistant, BO Brasilia”. Application files must be named with the candidate’s full name, e.g. “NAME, LAST NAME – PHF”.

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