

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

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. BRABR2020016**

Title of Post	Protection Assistant	Category/grade	LICA 4
Post Number	N/A	Type of contract	UNOPS
Location	Pacaraima, Brazil	Date of Issue	20 February 2020
Closing Date	28 February 2020		

Operational Context:

The Protection Assistant will provide functional and administrative support to the protection unit on protection related liaison, correspondence, monitoring, case management and reporting activities. S/he will also support the protection unit in designing a comprehensive protection strategy and in providing quality, timely and effective protection responses to persons of concern.

Functional Statement:

Under the supervision of the Head of Field Unit Pacaraima, the Protection Assistant will be responsible for undertaking the following tasks:

- 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.

Essential Minimum Qualifications and Experience:

- Completion of secondary school preferably with post-secondary training or certificate in Law, Social Sciences, International Relations or related fields
- Minimum 4 years of relevant job experience
- Good computer skills
- Excellent knowledge of English, Spanish and local language

Desirable Qualifications & Competencies:

- Training in basic principles of international protection
- Experience working in humanitarian settings

Required Competencies:

Technological Awareness

Political Awareness

Stakeholder Management

Eligibility:

All 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.

Submission of Applications:

If you wish to be considered for this vacancy, please submit your signed Personal History Form to brabrhr@unhcr.org by **February 28, 2020**, with the subject line “**BRABR/2020/016 Protection Assistant, Pacaraima**”. Application files must be named with the candidate’s full name, e.g. “NAME, LAST NAME – PHF”.

The Personal History Form and its supplementary sheet can be downloaded in the following links:

<https://www.unhcr.org/recruit/p11new.doc>

<https://www.unhcr.org/recruit/unhcr-phf-sup.docm>

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 diversity and welcomes applications from all qualified candidates without distinction on the grounds of race, age, religion, disability, sexual orientation and gender identity. All applications will be treated with the strictest confidentiality.