

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. BRABR/2020/031

Title of Post	Protection Assistant (Interiorization)	Location	Boa Vista, Brazil
Contract type	UNOPS Individual Contractor	Level	LICA 4
Opening date	21 May 2020	Closing Date	04 June 2020
This vacancy is initially until 31 December 2020, with the possibility of extension subject to satisfactory performance and budgetary availability.			

Operational Context:

As the influx of Venezuelans continues unabated and the humanitarian needs increase, UNHCR Brazil is rapidly scaling up its staffing and response in several field locations. Part of the strengthening of the operation included a rapid expansion of the staff and affiliated workforce to over 100 people.

Since 2018, many significant changes happened in the operation of UNHCR Brazil. Affected by the Venezuelan Situation, the operation has expanded its staffing and presence in several field locations. As the Venezuelan influx is foreseen to continue and new arrivals stays in the border state of Roraima, pressuring local services and struggling to survive with very limited economic opportunities available, Brazil Government, through the so called “Welcome Operation” (Operação Acolhida) is strengthening its efforts to expand the internal voluntary relocation programme aiming to decongest Roraima state while supporting Venezuelans to access better economic prospects in the new destination cities after relocation. UNHCR Brazil aims to increase its assistance in Roraima to the Venezuelans in the internal voluntary relocation programme (“interiorization”) implemented by the Government of Brazil.

This post has been created to respond to the increased level of field support needs arising in Brazil and the extension of the above-mentioned operation in Boa Vista. The incumbent provides functional and administrative support to the Interiorization unit on protection related issues, liaison, correspondence, monitoring, case management and reporting activities.

The Protection Assistant also supports the Interiorization unit in designing a comprehensive protection strategy for the internal voluntary relocation programme 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. S/he also facilitates the involvement of persons of concern with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, local authorities, protection and assistance partners.

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 Age, Gender and Diversity (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, focusing in Interiorization opportunities for Persons of Concern (PoCs).
- Through an AGD protection approach identify opportunities of interiorization for PoCs located in the shelters in Boa Vista and monitor cases where urgent action is needed in order to provide a timely response.
- Support the identification of PoCs in the shelters to be relocated in the different modalities of interiorization, through a protection approach, ensuring close communication with Welcome Operation and other UN Agencies engaged in the interiorization operation.
- 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.

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:

- 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 and Portuguese. Spanish language knowledge is highly desired.

Desirable Qualifications & Competencies:

- Completion of UNHCR Protection/SGBV/ Learning Programmes or specific training relevant to functions of position.
- Training in basic principles of international protection;
- Experience working in humanitarian settings.

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.

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 by **04 June 2020**, with the subject line **“BRABR/2020/031 - Protection Assistant (Interiorization) LICA4, Boa Vista”**. 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 diversity and welcomes applications from all qualified candidates without distinction on the grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. All applications will be treated with the strictest confidentiality.