



# UNHCR JOB DESCRIPTION

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

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

## PART 2A – IDENTIFICATION OF POSITION

Position No: **10023040**

Position Title: Protection Associate

Position Grade: G6

Position Location : Abu Dhabi, UAE

Functional Group<sup>(1)</sup> :

Supervisor Position No., Title & Grade: 10015490, Protection Officer/P3

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

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

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

Category: <sup>(1)</sup> :

(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 normally reports to the Protection Officer or the Senior Protection Officer. He/she monitors protection standards, operational procedures and practices in protection delivery in line with international standards and provides functional protection support to information management and programme staff.

The Protection Associate is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern and identify opportunities to mainstream protection methodologies and integrate protection safeguards in operational responses in all sectors. He/she contributes to designing a comprehensive protection strategy and liaises externally with authorities and partners on protection doctrine and policy as guided by the supervisor.

The Protection Associate also ensures that persons of concern are involved 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 and protection and assistance partners.

**2.2 FUNCTIONAL STATEMENT.** Describe the accountabilities, responsibilities and authorities associated with the position.

**Accountability** (key results that will be achieved)

- 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 continuous assessment and evaluation using participatory, rights and community based approaches.
- Protection incidents are immediately identified and reported.

**Responsibility** (process and functions undertaken to achieve results)

- Provide advice on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Conduct eligibility and status determination for persons of concern and prepare assessments and recommendations for review.
- Conduct durable solutions assessment and prepare RRFs for review.
- Respond to individual queries and follow up with the Protection services HUB on all matters pertaining to the eligibility and durable solutions status of the individual cases.
- Contribute to measures to identify, prevent and reduce statelessness.

- Contribute to a country-level child protection plan as part of the protection strategy.
- Contribute to a country-level education plan as part of the protection strategy.
- Monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Manage individual protection cases including those on SGBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents.
- Assist in identifying durable solutions for the largest possible number of persons of concern through voluntary repatriation, local integration and where appropriate, resettlement.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
- Contribute to effective information management through the provision of disaggregated data on populations of concern and their problems.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.

**Authority** (*decisions made in executing responsibilities and to achieve results*)

- Prioritize persons of concern for interview, counselling and propose protection support for individual cases.
- Enforce compliance of local implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Enforce compliance with, and integrity of, all protection standard operating procedures.
- Submit individual payments request for persons of concern for approval.

**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 checked="" type="checkbox"/> X003 | Technological Awareness              |
| 4. <input type="checkbox"/> X004            | Negotiation and Conflict Resolution  |
| 5. <input 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 checked="" 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.

- Education: Completion of secondary school. Additional certificate/training in International Law, Political Science or related field is required.
- Job experience: Relevant to the function: 2 years.
- Fluency in English and Arabic both spoken and in writing.

**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 UNHCR programming framework.
- Knowledge of the principles of asylum and migration policies and issues.
- Exposure to UNHCR specific learning/training activities.