

**Re-advertisement**

**United Nations High Commissioner for Refugees (UNHCR)  
National Office, Athens/ Greece**

**Vacancy Announcement No. GRC/UNHCR/15 05 R1**

**Internal & External Circulation**

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| <b>Position Title:</b><br>Assistant Protection Officer | <b>Position Level:</b><br>NO-A   | <b>Date Issued:</b><br>12/08/2015  |
| <b>Position No.:</b><br>10014091                       | <b>Report To:</b><br>Protection Officer or the<br>Snr Protection Officer | <b>Closing Date:</b><br>26/08/2015   |
| <b>Section:</b>  | <b>Duty Station:</b><br>Athens   | <b>Contractual Status:</b><br>Fixed Term<br><br><b>Duration:</b><br>one year |

**Availability of the Post** : **Immediately**, eff. 01/09/2015

**1. Duties and Responsibilities:**

The Assistant Protection Officer reports to the Protection Officer or the Senior Protection Officer. Depending on the size and structure of the Office, the incumbent may have supervisory responsibility for protection staff including community services, registration, resettlement and education. He/she provides functional protection guidance to information management and programme staff; and monitors protection standards, operational procedures and practices in protection delivery in line with international standards.

The Assistant Protection Officer 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 represents the organization externally on protection doctrine and policy as guided by the supervisor.

He/she 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. Functional Statement (Responsibility & Authority)**

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

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.

- Assist in providing comments on existing and draft legislation related to persons of concern.
- Provide legal advice and guidance 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 in compliance with UNHCR procedural standards and international protection principles.
- Promote and 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.
- Provide inputs for the development of global / regional international protection policies and standards.
- Implement and 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.
- Assess needs for Promote and find durable solutions for the largest possible number of persons of concern through voluntary repatriation, local integration and where appropriate, resettlement.
- Assess resettlement needs and apply priorities for the resettlement of individuals and groups of refugees and other persons of concern.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
- Contribute to and facilitate a programme of results-based advocacy with sectorial and/or cluster partners.
- Contribute to and facilitate effective information management through the provision of disaggregated data on populations of concern and their problems.
- Contribute to capacity-building initiatives for communities and individuals to assert their rights.
- 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*)

- Intervene with authorities on protection issues.
- Decide priorities for reception, interviewing and counselling for groups or individuals.
- Enforce compliance of staff and 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.
- Recommend and prepare payments to individual cases.

### **3. Qualification Requirements:**

#### **Education and Skills:**

- University degree in Law, International Law, political Sciences or related field

#### **Job experience:**

- Minimum 2 years of relevant professional experience;
- Previous UN experience in a similar job band is an asset.

#### **Languages:**

- Excellent knowledge of English and very good knowledge of local language is essential.

#### **Desirable qualifications and competencies:**

- Very good knowledge of local institutions is essential.
- Diverse field experience desirable.
- Good IT skills including database management skills.
- Completion of the Protection Learning Programme, RSD- Resettlement Learning Programme.

#### **4. How to Apply:**

**IMPORTANT NOTE: Previous applicants need to submit their applications again.**

Please apply in writing (**P.11, CV and application/motivation letter**), indicating vacancy announcement number, and position title:

**Vacancy No: GRC/UNHCR/15 05-R1, Assistant Protection Officer + Applicant's Name**

Applications must be submitted by e-mail to the address indicated below:

[greatvac@unhcr.org](mailto:greatvac@unhcr.org)

Applications received will not be acknowledged, only the short-listed candidates will be notified of the outcome of the competition, and will be invited for a written test and an interview.

Personal history (P.11 form) is attached or can be downloaded from: [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

**P.11 form is mandatory and should be SIGNED by the applicant.**

**Questions:** Any questions related to this vacancy must be addressed to the dedicated mailbox ([greatvac@unhcr.org](mailto:greatvac@unhcr.org)) using the attached form.

**UNHCR does not charge a fee at any stage of the recruitment process. UNHCR aims for workforce diversity at all levels and encourages qualified women and persons with disabilities to apply.**

**Acknowledgments will only be sent to short-listed candidates under serious consideration.**

