

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

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

**Vacancy Announcement No. UNHCR 1601  
External/Internal Circulation**

<b>Position Title:</b> Protection Assistant (CB)	<b>Position Level:</b> G-4	<b>Date Issued:</b> 26 January 2016
<b>Number of positions:</b> 7	<b>Report To:</b> Senior UNHCR Staff	<b>Closing Date:</b> 2 February 2016
<b>Section:</b> Field Protection	<b>Duty Station:</b> Lesvos (Mitolini)	<b>Contractual Status:</b> Temporary Appointment until 30 April 2016 (with possibility of extension)

**Assignment date:** immediately

**Organizational Context:**

The Protection Assistant (Community-Based) is a member of the Protection Unit in a Country Operation and may report to the Protection Officer, Protection Officer (Community-Based), or another more senior staff member in the Protection Unit. Under the overall direction of the Protection Unit, and in coordination with other UNHCR staff, government, NGO partners and other stakeholders, the Protection Assistant (Community-Based) works directly with communities of concern to identify the risks they face and to leverage their capacities to protect themselves, their families and communities. To fulfil this role the Protection Assistant (Community-Based) is required to spend a substantial percentage of her/his time working outside the office, building and maintaining networks within communities of persons of concern. The development and maintenance of constructive relationships with persons of concern that measurably impact and enhance protection planning, programming and results forms the core of the work of the Protection Assistant (Community-Based).

**Duties and Responsibilities:**

- Through relationships with persons of concern and network of partners stay abreast of political, social, economic and cultural developments that have an impact on the protection environment and provide advice to the protection team.

- Understand the perspectives, capacities, needs and resources of the persons of concern and advise the protection team accordingly, highlighting the specific protection needs of women and men, children, youth and older persons, persons with disabilities, marginalized groups.
- Support implementing and operational partners as well as displaced and local communities to develop community-owned activities to address, where applicable, the social, educational, psycho-social, cultural, health, organisational and livelihood concerns as well as child protection and prevention and response to SGBV.
- Assist in working with host communities to involve national civil society groups in improving the protection of persons of concern. Assist in the analysis that identifies the capacities of communities of concern and risks they face.
- Support participatory assessments and ongoing consultation with persons of concern.
- Support communities in establishing representation and coordination structures.
- Ensure community understanding of UNHCR's commitment to deliver on accountability and quality assurance in its response.
- Collect data for monitoring of programmes and budgets from an AGD perspective.
- Draft and type routine correspondence, documents and reports using word processing equipment and maintain up-to-date filing systems.
- Act as interpreter in exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Perform other relevant duties as required.

#### **Qualification Requirements:**

- Completion of the Secondary education; Training in International Development, Cultural Studies, Human Rights, International Social Work, Social Science, Political Science, Anthropology, International Law or other clearly related disciplines .
- Minimum of 3 years previous relevant job experience.
- Computer skills (MS Office, including Excel, Word, PowerPoint, Access)
- Fluency in English and working knowledge of local language.
- Fluency in Arabic or Farsi is highly desirable.

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

- Knowledge of Administrative/financial rules, procedures, processes in the context of UNHCR offices and Field operations.
- UNHCR learning programmes (PLP).
- Knowledge of MSRP.

#### **How to apply**

**IMPORTANT MOTE: Previous applicants do not need to re-submit their applications.**

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

**Attention Vacancy No: UNHCR 1601**

Applications must be submitted by e-mail to the address indicated below:  
[greatvac@unhcr.org](mailto:greatvac@unhcr.org)

**Please indicate the location of the position you are applying for.**

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.**

**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.**