



Internal/External Vacancy Notice

Protection Associate, GL-6

United Nations High Commissioner for Refugees (UNHCR)

Summary of the positions:

Title of the Position: Protection Associate

Category & Level: General Service, G-6

Location: UNHCR Representation in Sofia, Bulgaria

Effective date: as soon as possible

Duration: initially for a period of one year, with possible extension

Closing Date: 23 March 2017

Qualifications

Essential minimum qualifications, professional experience and required competencies:

- Education: Completion of secondary school. Additional certificate/training in International Law, Political Science or related field is required.
- Job experience: Relevant to the function: 6 years.
- Fluency in **Bulgarian and English**. Working knowledge of another relevant UN language or local language.

Desirable qualifications and competencies:

- Good computer skills.
- Completed Protection Learning Programme.

Organizational Context

The Protection Associate reports to the 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.

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

Responsibilities:

- 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 advice on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
 - Assist in conducting eligibility and status determination for persons of concern.
 - 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:

- 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.

Contract and Remuneration

Initial contract, Fixed-term Appointment, initially for a period of one year, with the possibility for further extension.

Remuneration as per UNHCR Staff Rules and Regulations. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Applications

Interested candidates are invited to fill a Personal History (P.11) form that can be downloaded from <http://www.unhcr.org/recruit/p11new.doc> or from: <http://www.unhcr-centraleurope.org/en/general/employment/vacancies>. Completed forms are to be submitted with a motivation letter and detailed resume in English, with copies of certificates/diplomas by e-mail, to: bulsopr@unhcr.org. The subject line should indicate the reference number **RRCE/BULSO/2017/005**.

Only shortlisted candidates will be notified. Shortlisted candidates may be required to sit for a test.

No late applications or applications without Personal History (P.11) form will be accepted. UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).