

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNAL/EXTERNAL VACANCY NOTICE

Title of Position: Protection Assistant
Position Number: PN 10020032
Category & Level: General Service, GL4
Location: Ankara, Turkey
Effective date: as soon as possible
Duration: initially for a period of one year
Closing Date: **26 June 2018**

PREAMBLE

The international obligations of Turkey and its national legislative framework on asylum have shaped the form of the current collaboration with UNHCR. During the last 56 years, UNHCR and Turkey have been working together in close partnership. Turkey has provided the asylum space for persons seeking refuge, and UNHCR has assisted Turkey to determine who is in need of international protection and to enable access to rights by these persons. As the main partner of the Turkish State in the field of international protection, UNHCR Turkey continues to provide legislative and technical support as well as institutional capacity building support to the Directorate General of Migration Management (DGMM) and other national institutions.

As regard Syrian nationals who are hosted in Turkey under a Temporary Protection (TP) framework for Syrian nationals, refugees and stateless, UNHCR's work is to support the authorities through the provision of technical assistance and strong public advocacy for enhanced responsibility sharing.

UNHCR in Turkey also registers asylum-seekers, conducts RSD under the Mandate of the High Commissioner for all non- Europeans (with the exception of Syrians), intervenes to strengthen the protection environment and access to social support mechanisms, and endeavors to find durable solutions for the most vulnerable amongst those who are recognized as refugees provided they meet the criteria of the resettlement countries.

UNHCR in Turkey operates through a branch office in Ankara, with field offices in Gaziantep, Istanbul and Van, as well as field units.

To find our more information about UNHCR, please visit our [website](#).

ORGANIZATIONAL CONTEXT

The Protection Assistant will be based in the Education Unit and will report to the Senior Education Officer. Depending on the structure of the Office, the position may also report to senior national staff. The incumbent provides functional and administrative support to the education unit on protection related liaison, correspondence, monitoring, case management and reporting activities.

In Turkey, UNHCR's education strategy focuses on promoting access to higher education and supporting refugee youth and adults to acquire Turkish language proficiency and skills through non-formal education programmes delivered by national institutions. Between 2018 and 2020 UNHCR Turkey will implement a large-scale donor-funded project through the Ministry of National Education's Directorate General of Lifelong Learning that will be implemented in four provinces. The incumbent will be responsible for supporting the Assistant Education Officer with project-related tasks and will also be responsible for collation of reporting data and supporting procurement-related activities.

The Protection Assistant will also be responsible for working with the education unit with the follow up of individual protection-related cases brought to the unit's attention 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.

The Protection Assistant 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 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 supporting participatory, rights and community based approaches.

Responsibilities

- 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 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.
- 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, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- Education: Completion of secondary school. Additional Training courses in protection related issues required.
- Job experience: relevant to the function: 2 years.
- Fluency in English and working knowledge of another relevant UN language or local language.
- Technological Awareness
- Political Awareness
- Stakeholder Management

DESIRABLE QUALIFICATIONS AND COMPETENCIES

- Knowledge of refugee education issues, including knowledge of the application of national education policies to UNHCR's persons of concern
- The ability to organise and analyse data using Excel
- Good drafting skills in both English and Turkish
- Project management experience
- Good computer skills.

ELIGIBILITY

Internal candidates:

Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL). If you have questions regarding eligibility, please contact HR Unit.

External candidates must be legally present in Turkey at the time of application, recruitment and hire. Non-Turkish citizens are required to submit a valid Turkish residence permit to be considered.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#), motivation letter, CV and Turkish residence permit, if applicable, by e-mail with "*Your LAST name – Protection Assistant G4 - 10020032*" in the subject line to: TURANREC@unhcr.org by **26 June 2018**.

Shortlisted candidates may be required to sit for a test. Only short-listed candidates will be notified. No late applications will be accepted. Female candidates are encouraged to apply.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

REMUNERATION

A competitive compensation and benefits package is offered. The monthly net salary is between TRY 3,625 and TRY 4,549 depending on relevant experience, dependency status and language proficiency. For more information on UN salaries, allowances and benefits, please visit the portal of the [Office of HR Management of United Nations](#).