

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**United Nations High Commissioner for Refugees (UNHCR)
Manila, Philippines
Vacancy Announcement no. VN-03/2019
Internal/External**

Position Title: Protection Associate – National Policy and Advocacy Coordinator for the Implementation of the National Action Plan to End Statelessness	Contractual Status: UNOPS LICA
Position Level: G-6	Contract Duration: Mid-February to December 2019
Report To: Assistant Protection Officer	Date Issued: 18 January 2019
Duty Station: Manila	Closing Date: 1 February 2019

BACKGROUND

UNHCR has been entrusted by the UN General Assembly with a mandate relating to the identification, prevention, and reduction of statelessness and the protection of stateless persons. To do this, UNHCR undertakes mapping initiatives for stateless persons in the Philippine context, organizes workshops, trainings and policy discussions with various stakeholders from the Government and non-government sectors.

The Protection Associate, under the direction and supervision of the National Officer for Protection, will be responsible coordinating policy and advocacy efforts in support of the objectives of UNHCR- resolving statelessness in the country.

Duties and Responsibilities

Under the supervision of the National Officer for Protection, the Protection Associate will be expected to:

Coordination

- Ensure the effective coordination among stakeholders in the implementation of all components of the State Action Plan to end Statelessness; including but not limited to policy and legal reforms, advocacy initiatives on accession to international instruments, capacity building
- Liaise with Government counterparts on day-to-day implementation of activities
- Participate in the development of project work plans and subsequent activities implementation in consultation with relevant UNHCR personnel, partners and stakeholders, and government counterparts
- Build and maintain partnership with relevant actors to develop capacity for efficient and effective programme/project implementation

Documentation, Research, Facilitation and Secretariat Support

- Provide ad-interim Secretariat role to the Technical Working Groups constituted or to be constituted in line with the identified action points
- Conduct research on issues related to statelessness
- Prepare background material, working papers and tables for briefing, TWG sessions and meetings
- Support in the preparation of work plans, workshop updates and technical working group meetings
- Manage the logistics of and coordinating content development for meetings, conferences, trainings, and other project-related events
- Assist in monitoring implementation of activities to achieve outcomes outlined in the plan
- Taking of minutes and notes during inter-agency and TWG meetings and developing a system to be used in the management of files

General Support

- Liaise with administrative unit on relevant issues related to implementation activities (travel, logistics, procurements, operational backstopping) in support of the work of the Protection Unit
- Provide day- to day administrative support to the unit and any other task as requested by the Head of Office
- Represent UNHCR in meetings with Government and other stakeholders as required
- Perform other duties as assigned

Qualifications and Professional Experience Required

Education A university education or higher in public administration, political science, international relations, law, or any other subject that relates to the post.

Experience Six years of relevant experience.

- Skills**
- Inter-cultural sensitivity and communication are essential. The Protection Associate must have the ability to work comfortably in diverse and highly multicultural settings.
 - The Protection Associate should have excellent planning skills. He or she must be capable of planning in advance but reacting/ adjusting to changing circumstances, and managing multiple tasks at once.
 - An understanding of, and commitment to, humanitarian principles is essential.
 - The Protection Associate should have a basic understanding of the operation of governmental, intergovernmental and non-governmental institutions, and be aware of organizational methods, priorities and sensitivities.
 - High computer literacy is essential.
 - A working knowledge of basic accounting methods, database development and maintenance, with proven experience is desirable.
 - Excellent drafting and oral communication skills in English and Filipino. Knowledge of other UN languages is an asset.

The advertised position is open to Filipino nationals only.

HOW TO APPLY:

Please email your Motivation Letter, Curriculum Vitae and Personal History Form (P11) with subject: “**Application- VN-03/2019- Protection Associate**” to: PHIMAVAC@unhcr.org

Only applicants meeting minimum requirements will be short-listed for written test & interviews.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

P.11 form can be downloaded from the following links:

PHF/P-11: http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm

SUPPLEMENTARY FORM: http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm