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## Protection Associate at the UNHCR Office for Switzerland and Liechtenstein in Berne, Job Opening 17464

The UNHCR Office for Switzerland and Liechtenstein, currently located in Geneva, acts as a country office for the two countries. We work closely with authorities, non-governmental organisations (NGOs) and other relevant actors in Switzerland and Liechtenstein for the protection of asylum seekers, refugees and stateless people. We also work to find durable solutions for refugees.

To re-inforce the protection team upon the Office's move to Berne on 1 October 2019, we are recruiting a

### **Protection Associate (G6), 1 year, renewable, located in Berne**

Under the supervision of the Head of Office for Switzerland & Liechtenstein, the Protection Associate will work to enhance the protection of refugees and persons of concern, and promote international and regional refugee law principles through the handling and follow-up of individual cases, including through legal representatives, provision of country of origin/asylum information, evaluations of the asylum system and recognition practice and support to assure the quality of the asylum systems including through training and support reporting including to human rights partners and other actors. To achieve this, the Protection Associate will need to build and maintain effective interfaces with legal representatives, the authorities, the relevant courts, protection partners as well as a broader network of stakeholders who can contribute to enhancing protection of the communities of concern.

#### **Duties**

In close cooperation with the rest of the protection team, the tasks of the Protection Associate include the following:

- Monitor the development of law and doctrine and implementation by the authorities, including recognition practice on specific refugee groups.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen the quality of the national asylum system; including with respect to particularly vulnerable persons.
- Provide advice to individual cases approaching UNHCR and/or appropriate referrals; liaise with Senior Legal Associate for legal interventions as needed and/or follow-up with competent authorities.
- Inform and act on the reports received from persons of concern to UNHCR, NGOs, and lawyers or from the local authorities as required.
- Follow up on specific protection issues with authorities concerned, including relevant courts, including in relation to country of origin/asylum information requests and issues relating to particularly vulnerable persons.
- Provide support to the resettlement process; also on issues relating to family reunification and integration.
- Support engagement with the relevant actors at federal, cantonal and local level as needed.
- Support efforts to raise awareness of protection principles with counterparts, universities and other partners and liaise with RR Brussels, DIP, and Bureau work units and external actors as needed.
- Support drafting of reports on issues relevant to UNHCR mandate and/or of concern for internal and external consumption, including human rights bodies.

- Consistently apply international and national law and UNHCR policies and standards.
- Act as back-up support for the preparation of legal advice and drafting of position papers and guidelines on issues of concern to UNHCR, in particular UNHCR positions on legislative proposals as well as positions on other relevant issues.
- Provide inputs to the formulation of protection strategies and reporting related to protection activities to enhance awareness of protection principles.
- Draft protection documents and policies in cooperation with supervisor.
- Facilitate effective information management through the provision of disaggregated data on populations of concern and their problems.
- Supervise protection interns as may be necessary.
- Ensure the filing of protection-related documents.
- Undertake other activities and duties as requested by the Head of Office.

**Required qualifications and work experience:**

- Completion of secondary school. Certificate/ training in Public Law, International Law, International Relations or related field is required.
- Excellent legal research, analytical and drafting skills.
- Job experience relevant to the function: 8 years.
- Good knowledge of the Swiss asylum and nationality system and law as relates to UNHCR's mandate.
- Good knowledge of international refugee and human rights standards.
- Good knowledge of Swiss actors in this field.
- Excellent communication skills orally and in writing
- Good skills in managing sensitive relations with counterparts and partners as well as cross-cultural sensitivity.
- Ability to work independently as well as part of a team.
- Strong understanding of UNHCR mandate and organization, previous UNHCR or international experience would be a strong asset.
- Completion of UNHCR learning programmes on protection would be an asset or any other equivalent external courses.
- Given the Office's current workplan, knowledge about and experience in working with individuals with specific needs, including but not limited to unaccompanied and/or separated children, women and girls at risk, and survivors of sexual or gender based violence will be a particular asset.

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*Languages*

- German, French, English – all three essential (German or French at mother tongue level)
- Swiss-German desirable, Italian or other languages are of advantage

**Position start date: 1 October 2019**

**Application:**

Please submit your application for job opening 17464 “Protection Associate (Office Switzerland & Liechtenstein)” through UNHCR’s vacancies portal. You will find the direct link and additional information on General Services positions under <https://www.unhcr.org/other-opportunities.html>.

Closing date: 9 July 2019

Kindly note that only short-listed candidates will be contacted. Interviews and a written test will presumably take place on 12 July 2019.

For further questions, please contact Mr Joachim Stern, [stern\[at\]unhcr.org](mailto:stern[at]unhcr.org).

We are looking forward to your application.