
**Individual Contractor (IC) – UNOPS
Protection/Programme Assistant, UNOPS LICA-5**

Title: Protection/Programme Assistant
Contract type: Local LICA
Contract level: UNOPS LICA-4
Department/office: Oranjestad, Aruba
Contract Duration: 6 months with possibility of renewal
Application period: 1 December to 20 December 2019

General Background

The United Nations High Commissioner for Refugees is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. UNHCR was created in 1950, during the aftermath of the Second World War, to help millions of Europeans who had fled or lost their homes. UNHCR had three years to complete its work and then disband. Today, over 68 years later, the organization is still hard at work, protecting and assisting refugees around the world.

UNHCR workforce is its backbone. The agency is present in 138 countries and as of 30 November 2018, it employs 16,765 people, of whom around nearly 90 per cent are based in the field.

UNHCR in Aruba is attached to the UNHCR Regional Office for the United States and the Caribbean in Washington, DC., USA, and supports the regional response to outflows of Venezuelans in Aruba and Curaçao. UNHCR works with governments in Caribbean countries to develop and strengthen their protections for asylum-seekers, refugees, and stateless persons, conducts refugee status determinations for asylum-seekers, and monitors and reports on the treatment of refugees and stateless persons throughout the Caribbean region.

Purpose and Scope of Assignment

The Protection/Programme Assistant is a member of the Caribbean Protection Unit, he/she reports to the Protection Officer in Aruba. The incumbent provides functional and administrative support to the protection unit on protection related liaison, correspondence, monitoring, case management and reporting activities.

The Protection/Programme Assistant also supports the protection unit 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/Programme 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.

Duties and Responsibilities:

In Protection Field:

- 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 and community-based programming with partners;

Protection/Programme Assistant LICA-4 (UNOPS)

- Provide functional and administrative support in implementing participatory approaches, needs assessments, monitoring, reporting and case management with specific focus on persons with specific needs;
- Provide support in R4V coordination.
- 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;

In Program Management Field:

- Collects, registers and maintains information on project activities.
- Prepare status and progress reports, prepare tables and draft routine correspondence.
- Prepare background material for use in discussions and briefing sessions.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyse program performance, trends and target interventions.
- Review the implementation and performance of the Project Partnership Agreements through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports, budget, financial reports and expenditures. This may include field visits for specific monitoring and evaluation issues.
- Perform other duties as required.

Monitoring and Progress Controls

- 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.

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.

Education:

- Completion of Bachelor degree in Law, Social Science, Political Science, International Affairs, or related fields. Advanced postgraduate degrees considered an asset.

Work Experience:

- 2 years of previous job experience relevant to the function and international work experience considered an asset.

Legal Status

Applicant must have legal residence with valid work permit in Aruba.

Key Competencies:

- Cross-functional Competencies
- Technological Awareness
- Policy Development and Research
- Political Awareness

Protection/Programme Assistant LICA-4 (UNOPS)

Desirable competencies:

- Good computer skills
- Fluency in English and Spanish required
- Excellent oral and written communication skills
- Strong research, analytical and drafting skills
- Excellent oral communication skills
- Ability to work independently with minimal supervision, as well as within a team
- Good time management skills
- A high level of computer proficiency, with familiarity with electronic databases preferred and proficiency with Microsoft Word and Microsoft Excel required
- Good command of Dutch language is desired

Application deadline: 20 December by close of business, 4 p.m. (Aruba time).

If you wish to be considered for this vacancy, please submit your signed 1) Personal History Form available at: www.unhcr.org/recruit/unhcr-phf.docm and if needed Supplementary Sheet available at: www.unhcr.org/recruit/unhcr-phf-sup.docm, and 2) a letter of motivation by e-mail to usawaadm@unhcr.org quoting “*Protection/Programme Assistant ARUBA*” in the subject line of the email.

Late or incomplete application will not be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.