



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## EXTERNAL VACANCY NOTICE VN-016/2019 (Re-advertisement)

<b>Position Title:</b>	<b>Duty Station:</b>	<b>Date Issued:</b>
<b>Protection Associate</b>	<b>Manila</b>	<b>13 December 2019</b>
<b>Contractual Status</b>	<b>Report To:</b>	<b>Closing Date:</b>
<b>G6-Fixed Term (Replacement Capacity)</b>	<b>Associate Protection Officer</b>	<b>31 December 2019</b>

### Application invited for Filipino nationals only

#### ORGANIZATIONAL CONTEXT

The Protection Associate normally reports to the Protection Officer or the Senior 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.

## **Responsibility**

- 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** (*decisions made in executing responsibilities and to achieve results*)

- 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.

## **REQUIRED COMPETENCIES**

### **Managerial Competencies**

Judgement and Decision Making

### **Cross-Functional Competencies**

Analytical Thinking

Political Awareness

Stakeholder Management

## **ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED**

- 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 English and working knowledge of another relevant UN language or local language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English).

## **DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Good computer skills.
- Completed Protection Learning Programme.

## **HOW TO APPLY:**

Please submit your Curriculum Vitae and P.11, with subject: VN No. 016/2019 Application for Protection Associate, by email to: [PHIMAVAC@unhcr.org](mailto:PHIMAVAC@unhcr.org). Only applicants meeting minimum requirement will be short-listed for written test and/or interview.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the competition. P.11 form can be downloaded from:

**P-11:** [http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR\\_Personal\\_History\\_Form\\_October-2017.docm](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](http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm)