UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
VACANCY NOTICE

Title of Position:	Protection Assistant
Contract type and level:	**UNOPS Individual Contractor Agreement (LICA-5)**
	G-5 Equivalent
Location:	Bucharest, Romania
Effective date:	01 January 2020
Duration:	until 31 December 2020, with possible extension
Closing Date:	**8 December 2019**

ORGANIZATIONAL CONTEXT

The incumbent will be directly supervised by the Protection Officer in Bucharest. The activities planned are aimed at strengthening the UNHCR capacity to monitor and contribute to improvement of the reception and detention conditions in Romania. In particular, the activities will focus on monitoring and assessing the reception and detention conditions throughout the country and contribute to activities in support of the protection mandate of UNHCR in Romania.

Furthermore, the incumbent will engage in developing and implementing information management tools and resources of border, reception, detention and integration monitoring for the office and partners, and compiling statistical data on persons of concern to UNHCR Romania.
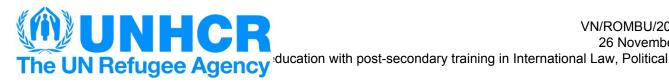
PURPOSE AND SCOPE OF ASSIGNMENT

● Assists in assessing the reception conditions for asylum-seekers and liaises with various actors both at central as well as local level in view of improving reception conditions through a variety of activities, including, but not limited to: monitoring missions, assessments, follow-up actions, meetings with/training of relevant actors.

● Assists in dealing with individual cases of persons of concern for UNHCR in Romania by liaising with NGOs and relevant authorities.

● Compiles statistical data on persons of concern for UNHCR in Romania and liaises with relevant regional and HQs units.

● Assists the unit in developing information management tools and resources to be used internally/externally, with a focus on border, reception, detention and integration.

● Offers support in activities related to monitoring of detention in all places it might occur and promoting alternatives to detention.

● Assists in incorporating age, gender and diversity analysis into protection and programme planning, design, implementation, monitoring, evaluation and follow up action.

● Contribute to initiatives to enhance national and local protection capacities.

● Undertakes other duties as required.

QUALIFICATIONS AND EXPERIENCE

a. Education (Level and area of required and/or preferred education)

education with post-secondary training in International Law, Political

b. Work Experience

(List number of years and area of required work experience. Clearly distinguish between required experience and experience which could be an asset.)

● Minimum of 5 years of previous work experience relevant to the function.
● Knowledge and/or experience in asylum and migration related fields would be an asset.
● Good computer skills (MS Office, including Excel, Word, PowerPoint, Access).
● Knowledge and previous experience in information management (KoBo, PowerBi) is an asset.
● Ability to work in a team and in a multi-cultural environment.

c. Key Competencies

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)

● Analytical thinking
● Technological awareness/information management
● Planning and organizing
● Political awareness
● Stakeholder management

ELIGIBILITY

Candidates must be <u>legally present in Romania at the time of recruitment and hire</u>. Only applicants with <u>fluent English and Romanian</u> will be shortlisted.

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 and CV by e-mail with **"LAST name – VN/ROMBU/2019/005 – Protection Assistant"** in the subject line to: rombupst@unhcr.org by **8 December 2019.**

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

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