



16 October 2019

EXTERNAL VACANCY ANNOUNCEMENT NO: 19/HCR/KGL/VN/075

Title of Post: **Protection Assistant (BID/Child)**
Post Number: TA
Category and Level: G4
Duty Station: Nyamata, Rwanda
Duration of assignment: Initially up to December 2019
Entry on Duty: Immediate
Closing date of application: **24 October 2019**

ORGANIZATIONAL CONTEXT

The Protection Assistant (BID/Child) is part of the Protection Section. He/she is supervised by a the Associate Protection Officer (Child Protection).

The primary responsibility of the incumbent is to conduct Best Interest Determination (BID) Reports for unaccompanied and separated children in line with agreed upon objectives with his/her supervisor. S/he will receive regular supervision in the form of review of his or her BID reports and structured, supervision sessions.

The incumbent works in a team with between one and four other child protection/BID caseworkers with a similar job description however, he/she will, when required, take on additional responsibilities such as mentoring of new caseworkers, preparing and facilitating BID Panel and case management meetings with external partners and conducting initial reviews of other caseworkers' BID reports. The incumbent will be required to take on some of the functions of the Child Protection Expert Deployee in his or her absence.

FUNCTIONAL STATEMENT

Accountability

- BIDs are produced each month using the BID report generated in proGres.
- The Child Protection Expert is assisted in the organization of the BID Panel and with the mentoring of caseworkers as required.
- Complete regular narrative and statistical reports of activities is done in accordance with the demands of the Child Protection Expert.

Responsibility

- Organize interviews with beneficiaries a week in advance in line with the list of prioritization assigned by the Child Protection Expert.
- Consult the physical file (including the BIA), the database and with the necessary social worker from IRC before the organization of any interview.
- Proceed with the conducting of interviews directly either in the camps or in the urban setting in line with the SOPs for the protection of refugee children and asylum seekers and the BID Guidelines.
- Receive refugees in a professional and respectful manner and be attentive to their needs, addressing them in a personal and adapted manner if the person has specific needs.
- Conduct home visits in order to collect information and inform beneficiaries of the BID procedure throughout the process.
- Analyze the situation of children at risk and make referrals as necessary.
- Evaluate the maturity of the child and their ability to give informed consent to share information. According to the age and maturity of the child, obtain their consent and the consent of their caregiver to share information with organizations specified, explaining the reason for each referral.
- Revise and correct BIDs in line with feedback given from the Child Protection Expert.
- Present BIDs in front of the panel regularly.
- Update proGres events as well as the physical file and in the case tracking excel sheets. Ensure that the final version of the BID is saved in the network drive with the scanned signature page directly after the BID Panel

- Inform his or her supervisor if there is any difficulty or delay in producing the required number of BIDs.
- Inform the child and family of the decision taken during the panel and explain to them the follow up actions. Ensure that responsibility is taken for completing all follow up actions needed.
- Participate in necessary trainings in order to remain up to date regarding BID procedures and the SOPs.
- Regularly participate in supervision sessions and team meetings organized by the Child Protection Expert.

Authority

- Make recommendations in the best interest of the children in question and complete BID reports.
- Analyze the credibility of information provided during interview and assess the possibility of fraud. Send all potential cases of fraud to the Senior Protection Officer.

REQUIRED COMPETENCIES

- Planning and Organizing

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Education: completion of secondary education with training/certificate in law, social sciences, public administration or a related field.
- 3 years of relevant experience, including record-keeping and processing of information related to social protection of children.
- Direct experience of conducting best interest assessments and determinations desirable.
- Knowledge of work in PC, applications, spreadsheets, word processing and use of progress (UNHCR software).
- Ability to conduct interviews, to analyze and report on the situation of the beneficiaries.
- Ability to acquire knowledge of the organization's protection policies.
- Ability to work in the field.
- Fluency in English, French and local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Negotiation skills.
- Reporting/drafting skills
- First aid training on PEP kit handling, Mines, UXO and accident, snake bite, etc
- Exposure to UN rules, regulations and guidelines on security management.

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your application on <http://rwanda.unhcr.io> by **24 October 2019**.

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

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

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

REMUNERATION

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>.

