



Vacancy Notice

19 March 2020

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT NO: 20/HCR/KGL/VN/046

Title of Post: **Senior Protection Assistant**
Post Number: 10033049
Category and Level: GL5
Duty Station: Nyamata, Rwanda
Duration of assignment: One year with possibility to renewal
Entry on Duty: Immediate
Closing date of application: **02 April 2020**

ORGANIZATIONAL CONTEXT

The Senior Protection Assistant normally reports to a more senior Protection colleague. The incumbent 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 Senior Protection Assistant provides quality, timely and effective protection support to persons of concern (PoC) and identifies opportunities to mainstream protection methodologies and safeguards in operational responses. S/he contributes to designing a comprehensive protection strategy and may liaise externally with local authorities and partners on protection issues as guided by the supervisor.

The Senior Protection Assistant also ensures that PoC are involved 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.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

FUNCTIONAL STATEMENT

Duties:

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Provide counselling on protection issues to PoC; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Support activities in protection related AGD based programming with implementing and operational partners.
- Conduct preliminary information gathering and interviews in support of eligibility, status determination, durable solutions and social needs assessment.
- 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 for PoC as part of the protection strategy.
- Monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Participate in individual protection case management including cases of SGBV and child protection. Monitor and report on cases of refoulement, expulsion and other protection incidents.
- Assist in identifying durable solutions for PoC in 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.
- Draft reports, routine correspondence, update relevant databases and compiling statistics within the Area of Responsibility (AoR).
- Contribute to initiatives to enhance national and local protection capacities.

- Select PoC for preliminary interviews and decide which relevant information to share.
- Enforce integrity in the delivery of protection services by local implementing partners.
- Perform other related duties as required.

1. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G5 - 5 years relevant experience with High school diploma

Certificates and/or Licenses

*International Law;
Political Science;*

Functional Skills

*IT-Computer Literacy
CL-Protection & Solutions Awareness
PR-Protection-related guidelines, standards and indicators
PR-Refugee Protection Principles and Framework*

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***

*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

Core Competencies:

*Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation*

Cross-Functional Competencies:

*Analytical Thinking
Political Awareness
Stakeholder Management*

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your application on <http://rwanda.unhcr.io> by **02 April 2020**.

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>