

INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT

Vacancy Notice No. UNHCR/WAS/2020-05

Title of Post	Assistant Protection Officer (US Protection & Solutions Unit)	Category/grade	National Officer A (NOA)
Type of contract	Temporary Appointment (1 April – 31 July 2020)		
Location	Washington, DC, USA	Date of Issue	19 February 2020
Effective date of assignment	ASAP	Closing Date	4 March 2020

General Background:

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. We deliver life-saving assistance like shelter, food and water, and develop solutions that ensure people have a safe place to call home where they can build a better future. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are present in over 125 countries, using our expertise to protect and care for millions.

Operational Context:

Since 2013, asylum-seekers from the North of Central America, Mexico, and other regions have arrived in growing numbers at the U.S. southern border, putting pressure on the U.S. asylum procedure and border management systems. In 2019, significant fluctuations in numbers of family units and unaccompanied and separated children (UASC) within broader mixed flows challenged existing U.S. border infrastructure and systems, which were not designed to receive and process large numbers of asylum-seekers. Additionally, a series of fundamental changes to law, policy and practice put in place in 2019 required different responses to many of those seeking asylum at the border, particularly families and other vulnerable populations. In response, UNHCR Multi-Country Office Washington (MCO Washington) has expanded its technical engagement with the U.S. government, as well as with state and local government as well as civil society stakeholders in the southern border states, to promote a more resilient response to large arrivals of asylum-seekers. Accurate cross-border operational information and coordinated protection analysis/interventions are critical to respond to this dynamic protection environment, and UNHCR's team in the U.S., including its field presence in San Diego, works closely in this effort with UNHCR colleagues in Mexico and in the region.

In this context, UNHCR is recruiting for an Assistant Protection Officer (APO) post on Temporary Assignment (TA) with the U.S. Protection and Solutions Unit (PSU). The successful candidate will be based in Washington, D.C., and will provide protection analysis, support internal communications and external stakeholder engagement, and other support to advance UNHCR's border work. The APO TA will work closely with the Senior Regional Protection Officer, the Protection Officer, the Information Management Officer, the Liaison Officer (border field team lead) and the rest of the US protection team.

Functional Statement:

Responsibility

- Stay abreast of national and regional developments that impact the protection environment for UNHCR's populations of concern.

- Produce high-quality, timely analysis and reporting on protection developments from the perspective of international and national refugee law.
- Engage with UNHCR stakeholders and partners to advance the priorities of the PSU's protection and solutions strategy.
- Contribute to and facilitate effective information management through the tracking and provision of data on populations of concern, in coordination with the Information Management Officer.

Essential Minimum Qualifications and Experience:

- **Field of education:** Law, International Law, Political Sciences or other relevant field
- **Job experience relevant to the function:** 1 year of relevant experience with Undergraduate degree; or no experience with Graduate degree; or no experience with Doctorate degree
- **Relevant job experience:** Knowledge of International Refugee and Human Rights Law and ability to apply the relevant legal principles
- **Language:** Fluency in English
- Experience with handling sensitive or confidential data
- Strong written and oral communication skills
- Good time management skills
- Strong team orientation and demonstrated capacity to work collaboratively in a high-paced and often stressful environment
- Experience with dealing with the public and diverse stakeholders
- Direct services experience is a strong asset

Desirable Qualifications & Competencies:

- **Relevant job experience:** Experience with/knowledge of the U.S. asylum system and relevant U.S. Government agencies and humanitarian service delivery
- **Language:** Fluency in Spanish an asset.
- **Additional skills:** Demonstrated ability to gather and analyse large amounts of complex information and communicate in concise and timely format. Experience with Microsoft Teams and collaboration software.

Required Competencies:

Core

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

Managerial

- *Judgement and Decision Making*

Cross-Functional Competencies

- *Stakeholder Management*
- *Negotiation and Conflict Resolution*
- *Political Awareness*

Legal Status:

Applicants must have legal residence with valid work permit in the US.

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>

Submission of Applications:

Interested candidate should submit their application via email to usawaadm@unhcr.org quoting “Assistant Protection Officer (NOA) TA - PSU - WAS” in the subject line:

- 1) UNHCR Personal History Form available: <https://www.unhcr.org/recruit/p11new.doc> for extra space, Supplementary Sheet available: www.unhcr.org/recruit/unhcr-phf-sup.docm
- 2) A letter of motivation. Shortlisted candidates may be required to sit for a written test and/or oral interview.

No late applications will 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.