



UNHCR

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

UNHCR REPRESENTATION IN INDONESIA INTERNAL/EXTERNAL VACANCY NOTICE No. 20/INSJA/002

Functional Title	: Senior Protection Assistant (Community Based)
Category & Level	: G-5 Level / Fixed Term Appointment
Position No.	: 10012576
Duty Station	: Jakarta, Indonesia
Entry on Duty	: 01 July 2020
Duration	: Initially for one year with possibility of extension (Subject to Satisfactory Performance & Medical Fitness Report)
Annual Salary	: starting IDR 197.169.000 (including Medical & Pension allowances)
Closing Date	: 26 May 2020

Duties and Responsibilities

Under the direct supervision of Protection Officer (Child) and reviewed by the Senior Protection Officer, the Senior Protection Assistant (Community Based) will perform the following duties in his/her area of responsibility:

1. Assist functional units, the Multi-Functional Team (MFT) and senior management to integrate participatory and community-based approaches in the overall protection delivery strategy.
2. Through relationships with persons of concern and network of partners stay abreast of political, social, economic and cultural developments that have an impact on the protection environment and provide advice to the protection team. Understand the perspectives, capacities, needs and resources of the persons of concern and advise the protection team accordingly, highlighting the specific protection needs of women and men, children, youth and older persons, persons with disabilities, marginalized groups.
3. Assist in initiatives with host communities to involve national civil society groups in the protection of persons of concern.
4. Support implementing and operational partners as well as displaced and local communities to develop community-owned activities to address, where applicable, the social, educational, psycho-social, cultural, health, organisational and livelihood concerns as well as child protection and prevention and response to SGBV.
5. Assist in the analysis that identifies the capacities of communities of concern and risks they face.
6. Support participatory assessments by multifunctional teams and ongoing consultation with persons of concern.
7. Support efforts to build the office capacity for community-based protection.
8. Support communities in establishing representation and coordination structures
9. Ensure community understanding of UNHCR's commitment to deliver on accountability and quality assurance in its response.
10. Collect data for monitoring of programmes and budgets from an AGD perspective.
11. Draft and type routine correspondence, documents and reports using word processing equipment and maintain up-to-date filing systems.
12. Act as interpreter in exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
13. Perform other relevant duties as required.

Eligibility: Internal & External

INTERNAL Candidates (Group 1/Group 2)

Group 1: UNHCR Staff member holding Indefinite or Fixed Term Appointment (FTA) at grade and one grade below/above.

Group 2 : UNHCR Staff holding Temporary Appointment (TA) former UNHCR staff member who held indefinite/FTA (within 2 years of separation for males and 5 years for females), National UNV who currently working with UNHCR, national UNOPS and Individual Contractors who currently working with UNHCR, GS staff member holding indefinite/FTA in the same category two grades above , current UNHCR staff members in the international Professional category holding Indefinite/FTA ; UNHCR staff member in NPO category, current locally recruited female staff from other UN system holding the equivalent of an indefinite/FTA .

EXTERNAL Candidates (who are not in group 1 or group 2)

Qualifications/Requirements

Cross-Functional Competencies: Stakeholder Management, Planning and Organizing, Political Awareness.

Core Competencies: Accountability, Communication, Organizational awareness, Teamwork & Collaboration; Commitment to continuous learning, Client & Result Orientation.

Education: Completion of the Secondary education; Training in International Development, Cultural Studies, Human Rights, International Social Work, Social Science, Political Science, Anthropology, International Law or other clearly related disciplines.

Experience: Minimum of 2 years relevant job experience with High School diploma. Working in a multi-cultural environment or UN is an added asset. Computer skills (MS Office, including Excel, Word, PowerPoint, Access).

Nationality: Citizen of Indonesia; non-citizen with Indonesian permanent residence.

Languages: Excellent knowledge of English and Bahasa Indonesia (written and spoken) is essential; knowledge of other UN Language is an asset.

Supervision exercised and guidance given

On-the-job training will be provided to the successful candidate.



Candidates who wish to be considered for this vacancy should send their CV, motivation letter and **signed** Personal History/P.11 form (available at <http://www.unhcr.org/id/en/job-opportunities>) to **UNHCR Indonesia** at:

**Menara Ravindo Lt. 14
Jl. Kebon Sirih Kav. 75
Jakarta 10340**

Or via e-mail to INSJAHR@unhcr.org

DEADLINE FOR APPLICATIONS: 26 May 2020

IMPORTANT: Candidates must indicate the **post title and vacancy number** on the envelope or subject of the email.

Applications from all genders and persons with disabilities are encouraged to apply.

Late applications will not be considered.

Pre- Assessment may be required, only those short-listed will be called for the tests (Written & Interview).

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Jakarta, 12 May 2020