

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. UNHCR / WAS/2020/010/02**

<b>Title of Post</b>	<b>Senior Protection Associate</b>	<b>Category/grade</b>	<b>General Service, G7</b>
<b>Post Number</b>	<b>10008150</b>	<b>Type of contract</b>	<b>Fixed-term appointment</b>
<b>Location</b>	<b>Washington DC, USA</b>	<b>Date of Issue</b>	<b>26 October 2020</b>
<b>Effective date of assignment</b>	<b>1 January 2021</b>	<b>Closing Date</b>	<b>9 November 2020</b>

**Operational Context:**

The Senior Protection Associate reports to the Protection Officer or the Senior Protection Officer. The position may entail supervisory responsibilities for protection staff including community services, registration, resettlement and education depending on the structure of the Office. 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 Associate is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern (PoC) and identify opportunities to mainstream protection methodologies and integrate protection safeguards in operational responses in all sectors. The incumbent contributes to designing a comprehensive protection strategy and represents the Office externally on protection doctrine and policy as guided by the supervisor.

S/he 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 and responsibilities:**

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Assist in providing comments on existing and draft legislation related to PoC.
- Provide advice and guidance on protection issues to PoC; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.

- Assist in conducting eligibility and status determination for PoC in compliance with UNHCR procedural standards and international protection principles.
- 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 as part of the protection strategy.
- Assist the supervisor in implementing and monitoring Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Manage individual protection cases including those on SGBV and child protection. Monitor, and assist the supervisor with intervening in cases of refoulement, expulsion and other protection incidents.
- Assist in identifying durable solutions for the largest possible number of PoC through 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.
- Contribute to and facilitate a programme of results-based advocacy with sectorial and/or cluster partners.
- Facilitate effective information management through the provision of disaggregated data on PoC and their problems.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Assist the supervisor with intervening with authorities on protection issues.
- Provide assistance to the supervisor in deciding priorities for reception, interviewing and counselling for groups or individuals.
- Assist the supervisor with enforcing compliance of staff and implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Assist the supervisor with enforcing compliance with, and integrity of, all protection standard operating procedures.
- Recommend and prepare payments to individual cases.
- Perform other related duties as required.

## **Minimum Qualifications:**

### **Education & Professional Work Experience**

**Years of Experience / Degree Level :** For G7 - 4 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

**Certificates and/or Licenses :**International Law; Political Science or other related field

### **Relevant Job Experience**

#### ***Essential***

Not specified.

#### ***Desirable***

RSD-Resettlement LP and/or Protection Learning Programme

### **Functional Skills**

*IT-Computer literacy*

*CL-Protection & Solutions Awareness*

*PR-Protection-related guidelines, standards and indicators*

*PR-Refugee Protection Principles and Framework*

### **Language Requirements**

Fluency in English required and Spanish desirable.

## **Competency Requirements:**

### **Core Competencies**

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

**Managerial Competencies**

Judgement and Decision Making  
Empowering and Building Trust

**Cross-Functional Competencies**

Negotiation and Conflict Resolution  
Political Awareness  
Stakeholder Management

**Eligibility:**

**Internal candidates:** Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country. Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation (if such criteria are not met, former staff members can still apply as external candidates).

**External candidates:** External candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.<sup>1</sup>

**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:**

**If you wish to be considered for this vacancy, please submit your letter of motivation, updated factsheet (for internals), signed Personal History Form <http://www.unhcr.org/recruit/pl1new.doc> Supplementary Sheet [www.unhcr.org/recruit/unhcr-phf-sup.docm](http://www.unhcr.org/recruit/unhcr-phf-sup.docm) (for externals) by e-mail clearly stating the position title and your Last Name in the subject line to: [usawaadm@unhcr.org](mailto:usawaadm@unhcr.org) by the above-mentioned closing date.**

**No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates will be required to sit for a written test and 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.

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<sup>1</sup> Completed and relevant university education can count as maximum 50% of the required years of work experience.