

**United Nations High Commissioner for Refugees (UNHCR)
Representation in Thailand**

**Vacancy Announcement No. 35/2020
Internal/External Circulation
(Advertisement)**

Position Title: Interpreter/Protection Clerk	Post Level: LICA3	Date Issued of the Vacancy Announcement: 2 November 2020
Post No.: -	Report To: Field Associate	Closing Date of the Vacancy Announcement: 15 November 2020
Section: Protection Unit	Duty Station: Mae Sot, Thailand	Contractual Status: Local Individual Contractor Agreement (UNOPS)

Availability of the Post From 1 January to 31 December 2021

General Background

The Thailand operation along the border with Myanmar has reached a critical juncture wherein the realization of durable solutions for some refugees has shifted beyond resettlement towards multi-solutions strategy. Field Offices are engaged in a range of activities to consult with different stakeholders including RTG, NGOs, CBOs and most importantly refugee communities to ensure that their voices are central to decision-making about their lives. At the same time, UNHCR's core protection activities in the camps continue in parallel to these efforts. Protection priorities include enhancing child protection, ensuring access to justice, preventing and addressing SGBV, and providing additional care and attention to the most vulnerable individuals within the refugee community.

The interpreter/Protection Clerk reports directly to the Field Associate (G6) and is under the general guidance of the Assistant Durable Solutions Officer in the UNHCR Field Office. The Interpreter/Protection Clerk is part of the Field Unit, under the Protection team which is engaged in outreach, support and advocacy for the basic rights, safety and protection of the refugee community. Protection also encompasses community-based outreach and information sharing on protection issues and durable solutions.

Purpose and Scope of Assignment

- Provide interpretation/translation for staff members as needed.
- Assist in liaison with the refugee leaders on individual cases and protection issues.
- Assist in organizing and conducting awareness raising activities on core UNHCR issues related to protection and durable solutions.
- Support focus group discussions in the camps.
- Support information sharing and protection counselling for those considering voluntary repatriation.
- Update ProGRES database with relevant case information and developments.
- Other duties as assigned.

Monitoring and Progress Controls

Quality of interpretation/translation;

Quality and types of assistance provided in protection work

Number of focus group discussions organized

Quality of logistic arrangements undertaken.

Quality of follow-up actions on protection cases.

Quality of information disseminated on durable solutions.

Accuracy of data entered in ProGRES database.

Qualifications and Experience

Education

-Post-secondary training /certificate in Business Administration, Secretarial Work, Translation or related field

Work Experience

- Previous relevant job experience: 3 years
- Job Experience relevant to the function: 3 years

Key Competencies

- Familiarity with the refugee camps and the background and context of the Myanmar refugees in Thailand
- Fluency in written and spoken Karen and/or Burmese, English and Thai
- Demonstrated sensitivity in dealing with vulnerable refugees and knowledge of the basic principles of casework such as confidentiality and survivor choice
- Good communication skills, particularly for communicating with refugees in the camp setting.

Please submit your Motivation Letter, duly signed P.11 form, Curriculum Vitae and a copy of official ID card/national passport clearly stating the position title, vacancy notice number and your Last Name in the subject line to: THABAHR@unhcr.org by the closing date.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

P.11 form can be downloaded from:

https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and
https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm

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