

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES **VACANCY NOTICE**

Title of Position:	Protection Assistant (Community-Based)
Contract type and level:	UNOPS Individual Contractor Agreement (LICA-4) G-4 Equivalent
Location:	Timisoara, Romania
Effective date:	19 August 2019
Duration:	until 31 December 2019, with possible extension
Closing Date:	2 August 2019

ORGANIZATIONAL CONTEXT

The Protection Assistant (Community-Based) is part of the UNHCR Field Unit in the Country Operation, which is an integral part of the UNHCR Representation in Romania. The incumbent directly reports to the Snr. Field Associate in Timisoara. In close coordination with the Snr. Field Associate and under the overall direction of the Representative, the incumbent liaises primarily with UNHCR staff, Implementing Partners and refugees and as deemed necessary with IOM. The Protection Assistant (Community-Based) is required to spend substantial time with refugees and maintain close work relationship with other actors working with the refugees in Timisoara.

PURPOSE AND SCOPE OF ASSIGNMENT

- Assist in analyzing protection risks and capacities of communities of concern, with special emphasis on refugees with specific protection needs;
- Support regular participatory assessment as part of multi-functional teams using Age, Gender and Diversity approach and ongoing consultations with persons of concern;
- Support implementing and operational partners to develop and implement activities to address, where applicable, the social, educational, psycho-social, cultural, health, organizational concerns as well as child protection and prevention and response to SGBV;
- Assess the situation in the Centre with regards to community services needs and mobilize the community to participate in activities that are jointly designed (using the refugee-participatory approach) with the implementing partners and the medical team;
- Promote community representation; ensure participation of women in decision-making and that all groups within the community are appropriately represented;
- Organize regular meetings with the refugee community and disseminate information from UNHCR, as required;
- Ensure community understanding of UNHCR's commitment to deliver on accountability and quality assurance in its response;
- Draft and type routine correspondence, documents and reports using word processing equipment and maintain up-to-date filing systems;
- Identify which individuals or groups to prioritize for counselling;
- Enforce compliance of implementing partners with global protection policies and standards of professional integrity in the delivery of protection services;
- Undertakes other duties as required.

QUALIFICATIONS AND EXPERIENCE

a. Education (Level and area of required and/or preferred education)

- 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;
- Fluency in spoken and written English, and knowledgeable of Romanian language; knowledge of Arabic or Tigrinya will be considered an asset.

b. Work Experience

(List number of years and area of required work experience. Clearly distinguish between required experience and experience which could be an asset.)

- Minimum of 3 years of previous work experience relevant to the function;
- Knowledge and/or experience in asylum and migration related fields would be an asset;
- Good computer skills (MS Office, including Excel, Word, PowerPoint, Access);
- Ability to work in a team and in a multi-cultural environment.

c. Key Competencies

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)

- Analytical thinking
- Planning and organizing
- Political awareness

ELIGIBILITY

Candidates must be legally present in Romania at the time of recruitment and hire. Only applicants with fluent English and Romanian will be shortlisted.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#), motivation letter and CV by e-mail with "**LAST name – ROMBU/2019/002 – Protection Assistant (Community-Based)**" in the subject line to: rombupst@unhcr.org by **2 August 2019**.

Shortlisted candidates may be required to sit for a test. Only short-listed candidates will be notified. No late applications will be accepted.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training) or any other fees.