

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNAL/EXTERNAL VACANCY NOTICE

Title of Position: Protection Assistant
Position Number: 10023611
Category & Level: General Service, G-4
Location: Bucharest, Romania
Effective date: 01/03/2020
Duration: initially for a period of one year, with possibility for extension
Closing Date: 27/01/2020

ORGANIZATIONAL CONTEXT

The candidate should have experience in asylum procedure, law and policy, integration, protection and assistance to persons of concern to UNHCR. Demonstrated awareness of the political and operational context and challenges which may impact the normal project delivery is needed. S/he is needed to have sound demonstrated skills in dealing with authorities and other stakeholders in the Operation. The candidate should have previous experience in working under stressful environment.

FUNCTIONAL STATEMENT

Accountability

- The protection of populations of concern is met through the application of International and National Law, relevant UN/UNHCR protection standards and IASC principles.
- Protection activities are guided by the UNHCR country protection strategy.
- The participation of persons of concern is facilitated through supporting participatory, rights and community based approaches.

Responsibilities

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Observe and respect protection related Standard Operating Procedures (SOPs).
- Provide functional and administrative support in all protection related AGD based programming with implementing and operational partners.
- Provide functional and administrative support in implementing participatory approaches, needs assessments, monitoring, reporting and case management.
- Support assessments on durable solutions through voluntary repatriation, local integration and where appropriate, resettlement.
- Facilitate liaison with competent authorities for the issuance of personal and other relevant documents.
- Assist in drafting reports, routine correspondence, updating relevant databases and compiling statistics using information management tools for the protection unit/section.
- Perform other related duties as required.

Authorities

- Select persons of concern for preliminary interviews and decide which relevant information to share.
- Enforce integrity in the delivery of protection services by local implementing partners.

- Assist in the enforcement of participatory AGD sensitive analysis as an essential basis for all of UNHCR's work.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- Completion of secondary school. Additional training courses in protection related issues required.
- Minimum 4 years of previous job experience relevant to the function.
- Fluency in English and working knowledge of Romanian.

DESIRABLE QUALIFICATIONS AND COMPETENCIES

- Knowledge of another official UN language(s) an asset.
- Good computer skills.
- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.
- Prior exposure to UNHCR refugee operations and functions relating to protection activities.

ELIGIBILITY

Internal candidates

General Service Staff members currently serving at the duty station where the vacancy exists, who have been appointed through the AC process and have indefinite or Fixed Term appointment. Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL). If you have questions regarding eligibility, please contact Ms Monika Lesch-Palankai (lesch@unhcr.org) or Ms Diana Tifor (tifor@unhcr.org).

External candidates must be legally present in Romania at the time of application, recruitment and hire.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#) (if applicable), motivation letter and CV by e-mail with "[VN/ROMBU/2020/001](#)" in the subject line to: rombupst@unhcr.org by **27/01/2020**.

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

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

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

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>