



UNHCR

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

**United Nations High Commissioner for Refugees (UNHCR)
Manila, Philippines**

**Vacancy Notice No. 014/2018
INTERNAL/EXTERNAL**

Position Title: Associate Protection Officer	Date Issued: 1 August 2018
Position Level: NO-B	Closing Date: 15 August 2018
Report To: Representative	Duty Station: Manila
Contractual Status: Fixed Term Appointment	

ORGANIZATIONAL CONTEXT:

The Associate Protection Officer reports to the Senior Protection Officer or to the Representative. Depending on the size and structure of the Office, the incumbent may have supervisory responsibility for protection staff including community services, registration, resettlement and education. He/she provides functional protection guidance to information management and programme staff; and supervises protection standards, operational procedures and practices in protection delivery in line with international standards.

The Associate Protection Officer is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern, ensuring that operational responses in all sectors mainstream protection methodologies and integrate protection safeguards. He/she contributes in designing a comprehensive protection strategy and in representing the organization externally on protection doctrine and policy as guided by the supervisor. He/she also ensures that persons of concern are involved with the Office 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, authorities, protection and assistance partners as well as a broader network of stakeholders who can contribute to enhancing protection.

FUNCTIONAL STATEMENT.

Accountability *(key results that will be achieved)*

- The protection of populations of concern is met through the application of International and National Law, relevant UN/UNHCR protection standards and IASC principles.
- The protection strategy incorporates a thorough age, gender and diversity (AGD) analysis and reflects the Organization's global, regional and country level priorities.
- The Participation of persons of concern is assured through continuous assessment and evaluation using participatory, rights and community based approaches.
- Protection incidents are immediately identified and addressed.

Responsibility *(process and functions undertaken to achieve results)*

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Promote International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Foster their consistent and coherent interpretation and application through mainstreaming in all sectors and /or in clusters in applicable operations.
- Assist in providing comments on existing and draft legislation related to persons of concern.
- Provide legal advice and guidance on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Conduct eligibility and status determination for persons of concern in compliance with UNHCR procedural standards and international protection principles.
- Promote and contribute to measures to identify, prevent and reduce statelessness.
- Contribute to a country-level child protection plan as part of the protection strategy to ensure programmes use a child protection systems approach.
- Contribute to a country-level education plan.
- Implement and oversee Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Oversee and manage individual protection cases including those on SGBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents through working relations with governments and other partners.
- Recommend durable solutions for the largest possible number of persons of concern through voluntary repatriation, local integration and where appropriate, resettlement.
- Assess resettlement needs and apply priorities for the resettlement of individuals and groups of refugees and other persons of concern.
- 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 through a consultative process with sectorial and/or cluster partners.
- Facilitate effective information management through the provision of disaggregated data on populations of concern and their problems.
- Contribute to capacity-building initiatives for communities and individuals to assert their rights.
- Participate in initiatives to capacitate national authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.

Authority *(decisions made in executing responsibilities and to achieve results)*

- Intervene with authorities on protection issues.
- Negotiate locally on behalf of UNHCR.
- Decide priorities for reception, interviewing and counselling for groups or individuals.
- Enforce compliance of staff and implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Enforce compliance with, and integrity of, all protection standard operating procedures.

REQUIRED COMPETENCIES, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

<u>Code</u>	<u>Managerial Competencies</u>
<input checked="" type="checkbox"/> M003	Judgement and Decision Making

<u>Code</u>	<u>Cross-Functional Competencies</u>
<input checked="" type="checkbox"/> X001	Analytical Thinking
<input checked="" type="checkbox"/> X004	Negotiation and Conflict Resolution
<input checked="" type="checkbox"/> X007	Political Awareness

DESIRABLE QUALIFICATIONS & COMPETENCIES. Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

- Diverse field experience desirable.
- Good IT skills including database management skills.
- Completion of the Protection Learning Programme, RSD- Resettlement Learning Programme.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

- Undergraduate degree (equivalent of a BA/BS) in Law, International Law, political Sciences or related field plus minimum 3 years of previous work experience relevant to the function. Graduate degree (equivalent of a Master's) plus 2 years or Doctorate degree (equivalent of a PhD) plus 1 year of previous relevant work experience may also be accepted.
- Excellent knowledge of English and working knowledge of another UN language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

***For National Officer positions, very good knowledge of local language and local institutions is essential.

Application invited to Filipino Nationals only.

Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: "Application- VN-14 Associate Protection Officer (NOB)" to: PHIMAVAC@unhcr.org

Only applicants meeting minimum requirements will be short-listed for written test & interviews.

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 the following links:

P-11: http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm

SUPPLEMENTARY FORM: http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm