UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNAL/EXTERNAL VACANCY NOTICE

Title of Position: Senior Protection Assistant
Position No.: 10020036
Category and Level: General Service, GL-5
Location: Istanbul, Turkey
Effective date: as soon as possible
Duration: initially for a period of one year
Closing Date: 07 September 2018

PREAMBLE
The international obligations of Turkey and its national legislative framework on asylum have shaped the form of the current collaboration with UNHCR. During the last 56 years, UNHCR and Turkey have been working together in close partnership. Turkey has provided the asylum space for persons seeking refuge, and UNHCR has assisted Turkey to determine who is in need of international protection and to enable access to rights by these persons. As the main partner of the Turkish State in the field of international protection, UNHCR Turkey continues to provide legislative and technical support as well as institutional capacity building support to the Directorate General of Migration Management (DGMM) and other national institutions. UNHCR also provides support to various line ministries as well as to municipalities and provincial authorities. Activities include the provision of high education support, support to livelihoods and employment as well as winterization assistance through cash-based initiatives for vulnerable refugees.

As regards Syrian nationals who are hosted in Turkey under a Temporary Protection (TP) framework for Syrian nationals, refugees and stateless, UNHCR’s work is to support the authorities through the provision of technical assistance and strong public advocacy for enhanced responsibility sharing. UNHCR in Turkey also registers asylum-seekers, conducts RSD under the Mandate of the High Commissioner for all non-European nations (with the exception of Syrians), intervenes to strengthen the protection environment and access to social support mechanisms, and endeavors to find durable solutions for the most vulnerable amongst those who are recognized as refugees provided they meet the criteria of the resettlement countries. UNHCR in Turkey operates through a branch office in Ankara, with field offices in Gaziantep, Istanbul and Van, as well as field units.

To find our more information about UNHCR, please visit our website.

ORGANIZATIONAL CONTEXT
The Senior Protection Assistant normally reports to the Senior Protection Associate. He/she 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 Assistant provides quality, timely and effective protection support to persons of concern and identifies opportunities to mainstream protection methodologies and safeguards in operational responses. He/she contributes to designing a comprehensive protection strategy and may liaise externally with local authorities and partners on protection issues as guided by the supervisor.

The Senior Protection Assistant 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, local authorities and protection and assistance partners.
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.
- Support is provided to identify and report protection incidents.

Responsibility
- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Provide counselling on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Support activities in protection related AGD based programming with implementing and operational partners.
- Conduct preliminary information gathering and interviews in support of eligibility, status determination, durable solutions and social needs assessment.
- 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 for persons of concern as part of the protection strategy.
- Monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Participate in individual protection case management including cases of SGBV and child protection. Monitor and report on cases of refoulement, expulsion and other protection incidents.
- Assist in identifying durable solutions for persons of concern in 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.
- Assist in drafting reports, routine correspondence, updating relevant databases and compiling statistics for the protection unit / section.
- Contribute to initiatives to enhance national and local protection capacities.

Authority
- 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.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE and COMPETENCIES REQUIRED

- Education: Completion of secondary school. Additional Training courses in protection related issues.
- Job experience: relevant to the function: 4 years.
- Fluency in English and working knowledge of another relevant UN language or local language

- Empowering and Building Trust
- Managing Resources
- Analytical Thinking
- Political Awareness
- Stakeholder Management

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Good computer skills.
- Completed Protection Learning Programme.
- Knowledge of Arabic is an asset.
ELIGIBILITY

Internal candidates:
Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL). If you have questions regarding eligibility, please contact HR Unit (TURANHR@unhcr.org).

External candidates must be legally present in Turkey at the time of application, recruitment and hire. Non-Turkish citizens are required to submit a valid Turkish residence permit at application to be considered.

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, CV and Turkish residence permit, if applicable, by e-mail with “Your LAST name – Senior Protection Assistant, G5, Istanbul (10020036)” in the subject line to: TURANREC@unhcr.org by 07 September 2018.

Shortlisted candidates will be required to sit for an interview. 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).

REMUNERATION

A competitive compensation and benefits package is offered. The monthly net salary is between TRY 4,380 and TRY 5,499 depending on relevant experience. For information on UN salaries, allowances and benefits, please visit the portal of the Office of HR Management of United Nations.