



Internal/External Vacancy Notice

Senior Protection Assistant G-5

United Nations High Commissioner for Refugees (UNHCR)

Summary of the position:

Title of the Position: Temporary Appointment - Senior Protection Assistant

Category & Level: General Service, G5

Location: UNHCR Representation in Sofia, Bulgaria

Effective date: 16 May 2022

Duration: for a period of six months

Closing Date: 05 May 2022

Qualifications

Essential minimum qualifications, professional experience and required competencies:

- Education & Professional Work Experience:

2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

- Language Requirements:

Fluency in English and Bulgarian languages are required.

Desirable qualifications and competencies:

- Knowledge of Russian, Farsi (Dari), Pashto, Arabic or Kurdish, languages are considered an advantage

- Functional Skills:

Computer Literacy

Refugee Protection & Solutions Awareness

Refugee Protection-related guidelines, standards, and indicators

Organizational Context

The Senior Protection Assistant reports to Protection Officer . The incumbent 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 (PoC) to UNHCR and identifies opportunities to mainstream protection methodologies and safeguards in operational responses. S/he 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 PoCs are involved 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. All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Functional Statement

Accountability Responsibilities:

- Conduct regular visits to monitor reception and immigration detention conditions of asylum-seekers and other persons of concern to UNHCR
- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Provide counseling on protection issues to PoC; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Support activities in protection-related Age, Gender and Diversity based programming with UNHCR partners.
- Conduct preliminary information gathering and interviews to support eligibility, durable solutions and social needs assessment.
- Contribute to a country-level child protection plan as part of the protection strategy.
- Contribute to a country-level education plan for PoC 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 GBV and

*There is a lien to this position.

child protection. Monitor and report on cases of refoulement, expulsion, and other protection incidents.

- Draft analytical protection reports, based on the identified protection gaps and issues and contribute to the evidence-based advocacy efforts of the office.
- Draft routine correspondence with individual cases when required update relevant databases, and compile statistics within the Area of Responsibility (AoR).
- Contribute to initiatives to enhance national and local protection capacities.
- Enforce integrity in the delivery of protection services by UNHCR's partners.
- Perform other related duties as required.

Contract and Remuneration

Temporary Appointment for a period of six months.

Remuneration as per UNHCR Staff Rules and Regulations. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Eligibility and Applications

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 RALS.

External candidates must be legally present in Bulgaria.

Interested candidates are invited to apply only online through the following link:

DIRECTIONS:

1. Select the link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=35909&PostingSeq=1

If you are a current employee of our organization please use the following link instead:

https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM_EMP.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Employee&SiteId=2&JobOpeningId=35909&PostingSeq=1

Only shortlisted candidates will be notified. Shortlisted candidates may be required to sit for a test. 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).