

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES**  
**INTERNAL/EXTERNAL VACANCY NOTICE**

Title of Position: Senior Child Protection Associate  
Position Number: 10038104  
Category & Level: General Service, G-7  
Location: UNHCR Kosice, Slovakia  
Effective date: ASAP  
Duration: Initially for a period of one year  
Closing Date: **07 October 2022**

**ORGANIZATIONAL CONTEXT**

UNHCR is committed to the effective protection to children of concern, with children representing more than half of the persons falling under its mandate. UNHCR adopts a rights and community-based approach to address the protection needs of children, with a strong emphasis on inclusion within national child protection, child friendly procedures and working with other sectors to protect children including education. Child protection is recognized as global organizational priority for UNHCR. Dedicated child protection positions are needed to provide technical support to improve UNHCR's operational capacity to deliver effective protection to children, adolescents and youth of concern.

The Senior Child Protection Associate is a member of the protection team in an Office. S/he may report to a) (Child) Protection Officer, or the Head of Field-Office/Unit and/or Head of Sub-Office. The incumbent monitors child 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 Child Protection Associate is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern (children, women, marginalized groups) and is responsible for implementation of Best Interests Procedures for children at risk in their area of responsibility, under the guidance of the supervisor. S/he may also supervise staff undertaking Best Interests Procedures. S/he identifies opportunities to mainstream Child Protection methodologies and integrate protection safeguards in operational responses in all sectors and liaises externally with authorities and partners on protection doctrine and policy as guided by the supervisor. The incumbent works directly with communities and children of concern to identify the risks they face and to leverage their capacities to protect themselves, their families and communities. 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**

**Responsibilities:**

***Needs identification, Strategy and Advocacy***

- Support in the formulation of the child protection key considerations in multi-sectoral and protection specific assessments and participate in the assessment teams.
- Participate in the formulation of child protection strategy as part of the operation's broader Protection and Solutions Strategy, which incorporates age, gender and diversity analysis, identifies the protection needs and capacities of children of concern and community and reflects the UNHCR's policies, standards and priorities, including the Framework for the Protection of Children.
- Ensure compliance with UNHCR's child protection policy, priorities and commitments, as well as other aligned policies on age, gender, diversity (AGD) and accountability to affected populations (AAP), GBV, gender equality, disability and youth empowerment.
- Support identification of, and the implementation of context-appropriate approaches for a meaningful participation of children, adolescents and youth in the development and implementation of strategies that address key child protection priorities.
- Support the analysis of the national systems and ensure that child protection programmes complement national child protection systems and work towards the inclusion of children of concern into national child protection laws, policies and services.
- Provide input to Protection Unit and undertake advocacy to address key child protection concerns under the guidance of the supervisor.

### **Programme planning and implementation**

- Support development and implementation of child protection programmes, including multi-sectoral activities, and monitoring framework based on identified needs and in line with Child Protection Strategy and UNHCR's global, regional and national policies and standards, including the Framework for the Protection of Children and the Best Interests Procedure.
- Conduct Best Interest Procedures for individual children at heightened risks, including BIA, case conferences and BID.
- Oversee Best Interests Procedures for children at risk, including Best Interests Determination Panels and supervision of staff undertaking Best Interests Procedures.
- Implement and monitor the application of Standard Operating Procedures (SOPs) for child protection.
- Provide support to UNHCR and partners' case workers to ensure that child protection case files are stored and regularly updated in accordance with UNHCR's Policy and procedure as well as with data sharing protocols.
- Engage children, youth and communities in the implementation of child protection activities, provide information to children, youth and communities about child protection services and monitor and report on needs and issues to inform the Operations Response.
- Support partners and communities in strengthening/ establishing community-based child protection programming.
- Support partners and communities in ensuring quality alternative care arrangements for unaccompanied and separated children as referral to family tracing services.
- Monitor and support appropriate care arrangements for unaccompanied and separated children and referral of children to ICRC or other relevant partners for establishment of family linkages.
- Enforce compliance of staff and implementing partners with global protection policies and standards of professional integrity in the delivery of child protection services.
- Provide functional guidance to UNHCR and partner staff involved in child protection activities.
- Regularly report on emerging protection issues and concerns voiced by children, youth and communities and assist in drafting reports, compiling and preparing data for the protection unit/section.

### **Partnership, coordination and capacity building**

- Assist the Child Protection interagency coordination and information management activities as needed.
- Represent UNHCR in interagency fora related to child protection.
- Assist in strengthening strategic and innovative partnerships for Child Protection with community-based, local, national, and international organizations, with a focus on ensuring continuity and sustainability.
- Provide technical support and monitoring to child protection partners.
- Assist in carrying out learning needs assessment and analysis of findings.
- Contribute to development/ adaption of training packages and co-facilitate training for the UNHCR and partners staff, refugee community.
- Identify and document lessons learnt and good practices.
- Perform other related duties as required.

### **Accountability / Authorities:**

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.

### **ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES**

#### **Years of Experience / Degree Level**

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

#### **Field(s) of Education**

*Not applicable.*

#### **Certificates and/or Licenses**

*International Law;*

*Political Science;*

*Law;*

*Social Sciences;*

*Human Rights;*

*Community Dvpt/Social Work*

*(Certificates and Licenses marked with an asterisk\* are essential)*

## **Relevant Job Experience**

### ***Essential***

4 years of previous work experience relevant to the function of child protection in a local context and having experience in the field of child protection prevention and response, broader protection or social work involving empowerment of women and girls, gender, child protection, mental health, counselling and working with survivors, humanitarian and development issues. Skills and experience in interviewing and working with children and families including supervision of child protection case management.

### ***Desirable***

Knowledge of UNHCR child protection policies and tools including the UNHCR Best Interests Procedures Guidelines, and interagency child protection Minimum Standards, Guiding Principles and GBV case management standards. Knowledge of local child protection laws, policies and services. Knowledge and experience of participatory approaches to engage with and mobilize communities. Understanding of displacement and protection issues including GBV, education and the application of the Age, Gender and Diversity Policy. Completed Protection Learning Programme. Experience working with marginalized groups. Knowledge of protection information management tools, including but not limited to proGres and/or CPIMS

## **Functional Skills**

*PR-Child Protection Prevention and Response;*  
*PR-Experience in Best Interest Procedures for children;*  
*PR-Interviewing and counselling refugees/asylum seekers and in individual case management;*  
*IT-Computer literacy;*  
*PR-Child Protection Information Management System (CPIMS);*  
(Functional Skills marked with an asterisk\* are essential)

## **Language Requirements**

Fluency in English (UN working language of the duty station), both oral and written, is required. Working knowledge of other UN language(s) and/or local language is desirable.

## **Competency Requirements**

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

### **Core Competencies**

*Accountability*  
*Communication*  
*Organizational Awareness*  
*Teamwork & Collaboration*  
*Commitment to Continuous Learning*  
*Client & Result Orientation*

### **Managerial Competencies**

*Judgement and Decision Making*

### **Cross-Functional Competencies**

*Analytical Thinking*  
*Political Awareness*  
*Stakeholder Management*

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

## **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 Revised AI on Recruitment and Assignment of Locally Recruited Staff (RALS). If you have questions regarding eligibility, please contact Adnan Hadzisadikovic ([hadziasad@unhcr.org](mailto:hadziasad@unhcr.org)).

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

An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible to apply for the vacancy with UNHCR.

Candidates must be legally present in the country of assignment and possess valid residence and work permit at the time of application, recruitment and hire.

#### **UNHCR's COVID-19 POLICY**

Assignment with UNHCR is subject to proof of vaccination against Covid-19 with WHO approved vaccine in accordance with UNHCR's Administrative Instruction on Covid-19 Vaccination and related Safety Measures.

#### **SUBMISSION OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your [UNHCR Personal History Form](#) and its [supplementary pages](#) (if applicable), motivation letter and CV by e-mail with "**LAST name – Senior Child Protection Associate (10038104) READ position**" in the subject line to: [rrcepost@unhcr.org](mailto:rrcepost@unhcr.org) by midnight **7 October 2022**.

Shortlisted candidates might expect to be required to be interviewed and/or sit for a test during the selection process. 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>