

14 May 2020

UNHCR VACANCY ANNOUNCEMENT

CYP/2020/2

Date of advertisement: 14/5/2020

Application deadline: 28/5/2020

This is a UNOPS Local Individual Contractor Agreement (LICA) position.

Title: Protection Associate

Type of contract: UNOPS LICA 6

Organizational Unit: Protection Unit

Duty station: Nicosia, Cyprus

Duration: Until 31/12/2020

GENERAL BACKGROUND

The United Nations High Commissioner for Refugees (“UNHCR”) is the agency entrusted by the United Nations General Assembly with the mandate to provide international protection to refugees and, together with Governments, to seek permanent solutions to the problems of refugees. According to its Statute, UNHCR fulfils its mandate inter alia by “promoting the conclusion and ratification of international conventions for the protection of refugees, supervising their application and proposing amendments thereto”. Article 35 of the 1951 Convention relating to the Status of Refugees and Article II of the 1967 Protocol requires states parties to cooperate with the office of the UNHCR in the exercise of its supervisory responsibilities.

UNHCR’s supervisory responsibility has been reflected in European Union law, including by way of a general reference to the 1951 Convention relating to the Status of Refugees in Article 78 (1) of the Treaty on the Functioning of the European Union (“TFEU”), as well as in Declaration 17 to the Treaty of Amsterdam, which provides that “consultations shall be established with the United Nations High Commissioner for Refugees ... on matters relating to asylum policy”.

Within the framework of UNHCR’s supervisory responsibility, the UNHCR country office in Cyprus seeks a Protection Associate (Refugee Status Determination) to work within the Refugee Reviewing Authority, which is an independent body and operates to review first-instance decisions of the Asylum Service of the Republic of Cyprus. The mandate of the Refugee Reviewing Authority is to cease at the end of 2020. In June 2019, the Refugee Reviewing Authority ceased to accept new administrative reviews but continues to operate to determine its pending caseload.

The Protection Associate will work under the supervision of the Assistant Protection Officer and the Protection Officer of the Protection Unit of UNHCR and will assist the administrative officers at the Refugee Reviewing Authority in relation to finalizing the existing asylum caseload.

PURPOSE AND SCOPE OF POSITION

The post-holder will assist in the following areas:

- To help triage and prioritize the existing cases;
- To build and developing the capacity of the Administrative Officers;
- To provide guidance on UNHCR's international protection consideration papers and respective Refugee Status Determination guidelines.

Main duties and responsibilities:

The post-holder will undertake the following tasks and responsibilities:

- Develop a method for triaging the existing caseload and formulating an order of priority;
- Provide guidance on the criteria for international protection to Administrative Officers;
- Provide guidance on country of origin information to Administrative Officer;
- Provide guidance on UNHCR guidelines on Refugee Status Determination; for example, gender-related persecution, religious-based claims, trafficking, internal flight alternative, and sexual orientation and gender identity;
- Provide one-to-one and group advice on Refugee Status Determination protection standards;
- Perform other protection related duties as required.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Education

- Completion of secondary education, Undergraduate degree (equivalent of a BA/BS) in Law, International Law, political Sciences or related field. Graduate degree (equivalent of a Master's) or Doctorate degree (equivalent of a PhD) may also be accepted

Work Experience

- At least 3 years of previous work experience directly relevant to the position.

Key Competencies

- Fluency in English and Greek essential;
- Computer skills (MS Office and People Soft applications);
- Excellent writing/drafting skills;
- Analytical skills: Ability to identify trends and produce relevant and usable information; assesses needs quickly and accurately; offers well-supported recommendations for a course of action;
- Planning and organizing skills: ability to establish priorities and to plan work assignments, respond to competing demands and work under pressure of frequent, multiple and tight deadlines;
- Inter-personal skills: ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; ability to develop partnership and networks in community development work;
- Communication skills: Is sensitive, compelling and clear in formal and informal communication; has well developed listening skills; explains complex matters in a clear and informative way;
- Stakeholder Management: Builds networks of mutual trust with stakeholders in order to maximise results for people of concern. Effectively engages with stakeholders and collaborates with partners.

How to apply:

Please note that this is a local position for which a valid working permit in Cyprus is required;

To apply please download the Personal History Form (PHF) and the Supplementary Sheet as per below:

- Personal History Form: https://unhcr.org/recruit/UNHCR_Personal_History_Form.docm
- Supplementary Sheet: https://unhcr.org/recruit/UNHCR_PHF_Supplementary.docm

Please send the completed and signed PHF and Supplementary Sheet to Ms Maria Kyriacou (kyriacou@unhcr.org).

PHF must be signed for an application to be considered valid;

Applications received after the closing date will not be accepted;

Applications will not be acknowledged. Only shortlisted candidates will be contacted for an interview.

For applications related queries please write to cypni@unhcr.org