

1. Job Type

2. Job Information

Title

Functional Group - Level 1

Grade

Functional Group - Level 2

Job Code

Functional Group - Level 3

CCOG Code

Functional Clearance Required

3. Organizational Setting and Work Relationships

The Senior Community-Based Protection Assistant is a member of the Protection Unit and may report to the Protection Officer, Community-Based Protection Officer, or another more senior staff member in the Protection Unit. Under the overall direction of the Protection Unit, and in coordination with other UNHCR staff, government, NGO partners and other stakeholders, the Senior Community-Based Protection Assistant works directly with communities of concern to identify the risks they face and to leverage their capacities to protect themselves, their families and communities. The incumbent supports the application of community-based protection standards, operational procedures and practices in community-based protection delivery at the field level. To fulfil this role, the Senior Community-Based Protection Assistant is required to spend a substantial percentage of the workday outside the office, building and maintaining networks within communities of persons of concern (PoC). The development and maintenance of constructive relationships with PoC that measurably impact and enhance protection planning, programming and results, form the core of the work of the incumbent. S/he also supports the designing of a community-based protection strategy by ensuring that it is based on consultation with PoC.

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.

4. Duties

- Assist functional units, the Multi-Functional Team (MFT) and senior management to integrate participatory and community-based approaches in the overall protection strategy.
- Through relationships with PoC and network of partners, stay abreast of political, social, economic and cultural developments that have an impact on the protection environment and provide advice to the protection team. Understand the perspectives, capacities, needs and resources of the PoC and advise the protection team accordingly, highlighting the specific protection needs of women and men, children, youth and older persons, persons with disabilities, marginalized groups.
- Assist in initiatives with host communities to involve national civil society groups in the protection of PoC.
- Support implementing and operational partners as well as displaced and local communities to develop community-owned activities to address, where applicable, the social, educational, psycho-social, cultural, health, organisational and livelihood concerns as well as child protection and prevention and response to SGBV.
- Assist in the analysis that identifies the capacities of communities of concern and risks they face.
- Support participatory assessments by multifunctional teams and ongoing consultation with PoC.
- Support efforts to build the office capacity for community-based protection.
- Support communities in establishing representation and coordination structures.
- Ensure community understanding of UNHCR's commitment to deliver on accountability and quality assurance in its response.
- Collect data for monitoring of programmes and budgets from an AGD perspective.

- Draft and type routine correspondence, documents and reports and maintain up-to-date filing systems.
- Act as an interpreter in exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Assist in the enforcement of participatory AGD sensitive analysis as an essential basis for all of UNHCR's work.
- Initiate AGD sensitive interventions at the appropriate level on community-based protection issues and to respond to protection concerns and incidents within the office and with persons and communities of concern based on agreed parameters.
- Identify and recommend which individuals or groups to prioritize for counselling and field visits based on agreed criteria.
- Enforce compliance of implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

Field(s) of Education

Not applicable.

(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

*Development Studies,
Social Science,*

*Human Rights
Political Science*

*Community Development /Social Work
International Law*

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

Relevant Job Experience

Essential

Not specified.

Desirable

UNHCR learning programmes (PLP). Knowledge of MSRP.

Functional Skills

**IT-MS Office Applications*

**IT-Computer Literacy*

IT-Enterprise Resource Planning (ERP)

UN-UN/UNHCR Administrative Rules, Regulations and Procedures

UN-UN/UNHCR Financial Rules and Regulations and Procedures

PR-Community-based Protection

PR-Community-based Protection - Principles and methodologies

CL-Multi-stakeholder Communications with Partners, Government & Community

(Functional Skills marked with an asterisk* are essential)

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.**
For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

6. 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

Not specified.

Cross-Functional Competencies

Stakeholder Management

Planning and Organizing

Political Awareness

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.