

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES **VACANCY NOTICE**

Title of Position:	Protection Associate (for Slovenia)
Contract type and level:	UNOPS Individual Contractor Agreement (LICA-6) G-6 Equivalent
Location:	Ljubljana, Slovenia (home-based)
Effective date:	1 January 2020
Duration:	until 31 December 2020, with possible extension
Closing Date:	22 November 2019

Organizational Context

The Protection Associate is expected to support the coordination of quality, timely and effective protection responses to the needs of populations of concern in Slovenia, and identify opportunities to mainstream protection methodologies and integrate protection safeguards in operational responses in all sectors. He/she contributes to designing a comprehensive protection strategy and liaises externally with authorities and partners on protection doctrine and policy as guided by the supervisor.

He/she also ensures that persons of concern are involved with UNHCR 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 support the building and maintaining of effective interfaces with communities of concern, local authorities and protection and assistance partners.

Purpose and Scope of Assignment

The position is home-based in Ljubljana, Slovenia with regular travel to UNHCR Regional Representation in Budapest, Hungary (RRCE).

- Monitor closely the situation of UNHCR's persons of concern (PoC) in Slovenia and keep RRCE abreast of any developments which may impact them;
- Carry out regular protection monitoring of border entry points, as well as reception and detention facilities;
- Lead and coordinate participatory assessments with PoC;
- Monitor and keep RRCE informed of developments in relation to legislation and regulations to ensure UNHCR has up-to-date information (including by monitoring the government legislative portal); and assist with legal analysis of draft legislation that could impact PoC;
- Support RRCE to maintain effective and close contacts with UNHCR counterparts in Slovenia (Ministries, Human Rights Ombudsperson's Office, the Judiciary, universities, academia and NGO partners, etc.);
- Assist in the promotion of international refugee law and capacity building/training of government officials and other stakeholders;
- Ensure timely provision of inputs and drafting of reports, including the compilation of asylum-related data and statistics;
- Assist and support RRCE with Public Information activities (including communication and media relations); and
- Any other task as required.

Tasks and responsibilities

1. Sees tasks through to completion with professional integrity:
 - Adheres to standards of personal and professional conduct appropriate to a UN international civil servant in accordance with UNHCR values.
 - Takes ownership of all responsibilities within own role and honours commitments to others and UNHCR.
 - Is conscientious in meeting deadlines and achieving results.
 - Acts transparently and consistently and encourages others to do the same.

2. Participates in team unit projects, performs assigned work:
 - Demonstrates the ability to switch from one task to another at short notice and the willingness to learn technical language and new concepts in order to accommodate the needs of the organization.
 - Maintains awareness of UNHCR activities outside the immediate office environment, and keeps in touch with developments which may impact on work requirements.
 - Sees his/her role as providing a support service in a broad sense, i.e. not just to functional clients, but to any staff, partners or persons of concern.
 - Shares information and keeps others up to date.
3. Listens and conveys information clearly:
 - Chooses the most effective mode of communication for any situation taking into consideration the UN values (professionalism, integrity, and respect for diversity).
 - Demonstrates openness in sharing information and keeping colleagues informed.
 - Asks questions to clarify, and exhibits interest in having two-way communication.
 - Listens carefully and genuinely to the views and positions of others; acts on received information.
4. Exhibits self-awareness and need for development:
 - Understands the limits of own capabilities, knows when to seek the advice or assistance of others.
 - Seeks feedback on own performance and always tries to learn from and build upon successes and failures.
 - Shows willingness to learn from others.
 - Endeavours to improve work-related competencies through training and self-development.
5. Uses formal hierarchies to get tasks done:
 - Demonstrates understanding of the structure of the organization.
 - Acts as a facilitator for the requirements of other staff, partners or persons of concern, who need advice or support in order to achieve their end results.
 - Focuses own efforts to help UNHCR meet its objectives and improve its performance.
 - Demonstrates awareness of UNHCR's mandate.

Qualifications and Experience

a. Education

- Completion of secondary school
- Certificate/training in International Law, Political Science or related field is required. Relevant university degree would be an asset
- Completed training on protection or asylum issues is an asset

b. Work Experience

- Minimum of six years of relevant working experience
- UN work experience is an asset

c. Key Competencies

- Strong analytical, communication, inter-personal and advocacy skills.
- Excellent communication and drafting skills
- Ability to work independently and as part of a team.
- Solid knowledge and understanding of the Slovene Government structure as well as the structure of EU institutions and entities that are relevant to UNHCR's work with asylum-seekers, refugees and stateless people.
- Knowledge and understanding of the Common European Asylum System, as well as the geo-political context in Central Europe and the Balkans.
- Excellent knowledge of the Slovenian language and English is required.
- Excellent knowledge of MS Word, Excel.

ELIGIBILITY

Candidates must be legally present in Slovenia. Only applicants with fluent English and Slovenian will be shortlisted.

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 and CV by e-mail with "**LAST name – RRCE/UNOPS/2019/011 – Protection Associate (for Slovenia)**" in the subject line to: RRCEPOST@unhcr.org by **22 November 2019**.

Shortlisted candidates may be required to sit for a test. 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.