



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## UNHCR REPRESENTATION IN INDONESIA INTERNAL/EXTERNAL VACANCY NOTICE No. 22/INSJA/014- UNOPS

<b>Functional Title</b>	: Assistant Protection Officer (2 positions) 1 with proven language skills in Somali language 1 with proven language skills in Farsi language
<b>Category &amp; Level</b>	: UNOPS, International Individual Contract Agreement, IICA – 1 Level
<b>Duty Station</b>	: Jakarta, Indonesia
<b>Entry on Duty</b>	: 22 August 2022
<b>Duration</b>	: until 31 December 2022
<b>Monthly Salary</b>	: USD 4,000
<b>Closing Date</b>	: 10 August 2022

### Operational Context

While Indonesia has not signed the 1951 Convention or its 1967 Protocol, the 2016 Presidential Regulation on the Handling of Refugees includes provisions for rescue at sea and safe disembarkation, and it recognizes the status accorded by UNHCR and permits persons of concern to remain in the country while UNHCR processes their asylum claims and pursues a comprehensive range of longer-term solutions for them. As of June 2022, the number of active persons of concern (PoCs) registered with UNHCR includes 3,354 asylum-seekers and 9,744 refugees. Majority of the refugee population comes from Afghanistan, followed by Somalia, Iraq, Myanmar, Sudan etc. The population is dispersed in various locations throughout the country; the majority of persons of concern (PoCs) are located in urban areas, mainly in Jakarta and surrounding areas, and a significant number are residing in IOM-run community accommodation projects in cities throughout the country. Recognized refugees lack legal status in Indonesia and are often subject to prolonged detention, but they are allowed to remain temporarily in the country pending Refugee Status Determination (RSD) and durable solutions. Recognized refugees are assisted by UNHCR and IOM and a limited number have access to community accommodation projects.

The Assistant Protection Officer is a member of the Protection Unit in Indonesia and may be directly supervised by the Protection Officer under the overall supervision by the Senior Protection Officer. The Assistant Protection Officer will be anticipated to interpret conversations and interviews during registration, RSD, Resettlement, and other protection counselling, from the abovementioned language to English, and vice versa, and also translate documents to provide assistance to the protection activities of the Office. The Assistant Protection Officer will also be anticipated to support case processing activities, with main emphasis on resettlement and other complementary pathways. Though not required, fluency in Arabic and/or Pushtu is an asset, and familiarity with forced displacement in Somalia and/or Afghanistan is desirable.

### Duties and Responsibilities

The incumbent will perform the following duties in his/her areas of responsibility:

- Interpret oral conversations, discussions and interviews especially during counselling, registration, Refugee Status Determination, Resettlement and other protection interviews, as well as during meetings with refugee representatives, government officials, diplomats and others;
- Translate protection data from the required language to English, and vice versa, to produce a clear, protection focused report;
- Support case processing activities, with main emphasis on resettlement and complementary pathways;
- Demonstrate experience with professional code of ethics covering confidentiality and impartiality;
- Travel with other staff on mission to the field for interpreting and other assistance, as needed;
- Attend meetings, both internal and external, and take meeting minutes;
- Respond to queries relating to the areas of responsibility;
- Assist in collecting information during protection monitoring field visits;
- Support the Protection Officer and other protection staff in the development of protection monitoring tools and database;
- Assist in verifying/updating information of registered Persons of Concern;
- Support the Protection Officer and other staff in conducting group counselling;
- Assist UNHCR and its partners to conduct surveys, questionnaires or assessments as required.
- Perform other duties as required.

### **Qualifications/Requirements**

**Education:** Completion of secondary school, but preferably a university degree. Additional certificates/training in Business Administration, Secretarial Work, Translation or related field is an advantage

**Experience:** 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher.

**Nationality:** Non-Indonesian citizen (all nationalities other than Indonesian) with valid passport

**Languages:** Fluency in English and the required language. Fluency in Arabic and/or Pushtu are desirable.

**Desirable Skills:** Good written and oral communication skills; Excellent translation skills into English; Computer literacy; Strong interpersonal skills (ability to work in a team and to handle stress); ability to establish and maintain good working relations with people of different national and cultural backgrounds.

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.

**Working Relationships**

- (i) Within UNHCR involving the exchange of wide range of information;
- (ii) With external parties: local authorities, partners, NGOs, and international organizations.

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Candidates who wish to be considered for this vacancy should send their motivation letter, CV and **signed** Personal History/P.11 form (available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)), to **UNHCR Indonesia** at:

**Atrium Mulia, 6th floor Jl.  
Rasuna Said Kav B10-11 Setia Budi, Jakarta Selatan 12910  
Or via email to [INSJAHR@unhcr.org](mailto:INSJAHR@unhcr.org)**

**DEADLINE FOR APPLICATIONS: 10 August 2022**

**IMPORTANT:** Candidates must indicate the **post title and vacancy number** on the envelope or subject of the email.

**Applications from both genders and persons with disabilities are encouraged to apply.**

**Late applications will not be considered.**

**Only those short-listed for interview will be notified.**

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**04 August 2022**