

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

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

In the Bureaux, the Protection Officer works under the direct supervision of the Senior Protection Coordinator or Senior Protection Officer. In the Field, the incumbent normally reports to the Representative, Deputy or Assistant Representative (Protection), Head of Sub Office or Senior Protection Officer as appropriate. The incumbent may have direct supervisory responsibility for protection staff whose work may include RSD, community-based protection, registration, resettlement, complementary pathways, internal displacement and education, among other areas. In HQ, the incumbent may report to a Senior Protection Officer, Chief of Section or Deputy Director and may supervise other protection staff.

The incumbent acts as an advisor to senior management in, when not responsible for, designing a comprehensive protection strategy under the area of responsibility (AoR). S/he represents the Organization to authorities, UN sister agencies, partners and other stakeholders on protection policy and doctrine.

The Protection Officer coordinates quality, timely and effective protection responses to the needs of populations of concern under the AoR. S/he ensures that persons of concern of all age, gender and diversity groups are involved with the Office in making decisions that affect them, whether in accessing their rights or in identifying and implementing appropriate solutions to their problems. To undertake this role effectively, the incumbent will need to build and maintain effective interfaces with other relevant teams within the operation or the Bureau (including programme; PI and external relations; IM) and with DIP, communities of concern, authorities, protection and assistance partners as well as a broader network of stakeholders who can contribute to enhancing protection and achieving solutions.

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

- Provide technical guidance and support to UNHCR and partners on all protection related issues.
- Stay abreast of and report as relevant on legal political, social, economic and cultural developments that have an impact on the protection environment.

- Engage relevant national authorities and structures in identifying and expanding opportunities in view of developing or strengthening national asylum/RSD systems.
- Facilitate a consultative process with government counterparts, partners and persons of concern to develop and implement a comprehensive protection and solutions strategy addressing the specific protection needs of women and men, children, youth and older persons, persons with disabilities, persons of diverse sexual orientation and/or gender identities (LGBTI persons), persons living with HIV/AIDS; gender equality and Gender Based Violence (GBV) priorities with regard to these persons.
- In operations applying the Cluster Approach, seek to ensure the response of the Protection Cluster is grounded in a strategy which covers all assessed and prioritized protection needs of the affected populations.
- Support senior management to ensure the protection strategy is fully integrated into the Country Operations Plan, the UN Development and Assistance Framework (UNDAF), the Humanitarian Country Team's common humanitarian response plan where applicable, as well as with the implementation of the Global Compact on Refugees and the Three Year Strategy on Resettlement and Complementary Pathways.
- Promote relevant International, Regional and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct and ensure that all sectors and /or in clusters in applicable operations fulfil their responsibilities in mainstreaming protection.
- Promote the implementation of the AGD policy, including UNHCR's updated commitments to women and girls, and, design, deliver and monitor programmes on an AGD basis to address identified protection needs.
- Develop, implement and monitor community-based protection strategies and ensure systematic application and integration of participatory and community-based approaches in protection and solutions planning, programming and strategies.
- Support the establishment of feedback and response systems and the incorporation of feedback received from persons of concern into programme design and adaptation.
- Support the operation to develop and implement robust prevention, identification, and responses to fraud within protection processes and procedures, including registration, RSD, resettlement and complementary pathways, ensuring the integrity of interventions across all protection activities.
- Assist UNHCR management at country level to comply with policies and commitment on Protection from Sexual Exploitation and Abuse measures.
- Oversee and manage individual protection cases including those on GBV and child protection.
- Provide legal advice and guidance on protection issues to internal and external interlocutors; ensure legal assistance is accessible to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documents to persons of concern (including women and others in need of civil documentation, in particular birth certificates).
- As designated Data Protection Focal Point, assist the data controller in carrying out his or her responsibilities regarding the Data Protection Policy (7.2 DPP).
- Oversee and undertake eligibility and status determination within the AoR ensuring compliance with UNHCR procedural standards and international protection principles.
- Promote and implement effective strategies and measures to identify, prevent and reduce statelessness within the AoR.
- Contribute to the development and implementation of an education plan as part of protection strategy within the AoR as relevant.
- Contribute to the development and implementation of a child protection plan as part of the protection strategy within the AoR ensuring programmes use a child protection systems approach.
- Monitor, and intervene in cases of refoulement, expulsion and other protection incidents through working relations with governments and other partners.
- Work to safeguard the rights of persons of concern in the context of mixed movements as relevant.
- Coordinate the preparation of, implement and oversee Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Ensure that durable solutions through voluntary repatriation, local integration and where appropriate, resettlement and complementary pathways are sought and provided to the largest possible number of persons of concern, including undertaking and/or overseeing resettlement and complementary pathways activities.
- Contribute to the coordination of the design, implementation and evaluation of protection related programming with implementing and operational partners.
- Contribute to and facilitate a programme of results-based advocacy through a consultative process with sectorial and/or cluster partners.
- Ensure that the Protection Sector or Cluster has an effective information management component which: provides disaggregated data on populations of concern and their problems; researches, collects and disseminates relevant protection information and good practices to enhance protection delivery.
- Build the protection capacity of national and local government, partners and civil society to assume their responsibilities vis-à-vis all persons of concern through protection training, mainstreaming and related activities.
- Coordinate capacity-building initiatives for communities and individuals to assert their rights.
- Advise and capacitate national authorities, relevant institutions and civil society to strengthen legislation and status determination procedures and mechanisms.

For positions in Bureaux

- Support the Regional Bureau and Country Operations to reflect the protection and solution angle in support of persons of concern within regional processes.
- Support Country Operations in the development of strategies to build and further develop national asylum/RSD systems with a view to ensuring their fairness, efficiency, adaptability and integrity, favourable protection environment and solutions.

- Assist UNHCR management at regional and country level to comply with policies and commitment on Protection from Sexual Exploitation and Abuse measures.
- Support Country Operations and ensure they meet their complementary pathways objectives and resettlement quotas.
- In close collaboration with DIP, (a) contribute to the development of background and general normative, policy, and legal positions, in compliance with UNHCR's global protection policies and standards; (b) contribute to the development of strategies at the regional and country level on the usage of law and policy approaches, including legislative and judicial engagement and UN human rights mechanisms –and/or regional ones – and other protection frameworks, and integrated human rights standards in protection strategies and advocacy; and (c) support coordination and review of UNHCR's country reports to the UN human rights mechanisms.
- Engage in relevant international and regional fora and contribute to forging regional partnerships to advocate for key protection and mandate issues, and engage in cross-cutting protection-related matters, including mixed movement, internal displacement and climate change/disaster-related displacement responses, as well as Statelessness, in cooperation with DIP and where relevant RSD.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

Law; International Law; International Refugee Law; International Human Rights Law; International Humanitarian Law; Refugee and Forced Migration Studies; Political Sciences or other relevant field.

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

Certificates and/or Licenses

Protection Learning Programme
RSD Learning Programme
Resettlement Learning Programme

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

Relevant Job Experience

Essential

Minimum 4 years of relevant professional experience in the area of refugee protection, internal displacement, human rights or international humanitarian law, including experience in working directly with Field Offices. Good knowledge of International Refugee and Human Rights Law and ability to apply the relevant legal principles. Excellent legal research, analytical skills and drafting.

Desirable

Diverse field experience. Good IT skills including database management skills.

Functional Skills

**PR-Protection-related guidelines, standards and indicators*

**LE-International Refugee Law*

**PR-Age, Gender and Diversity (AGD)*

PR-Gender Based Violence (GBV) Coordination

PR-Comprehensive Solutions Framework

PR-Human Rights Doctrine/Standards

PR-International Humanitarian Law
LE-Judicial engagement
PR-Protection and mixed-movements
PR-Internally Displaced Persons (IDP) Operations & IDPs Status/Rights/Obligation
PR-Climate change and disaster-related displacement
PR-Community-based Protection
PR-Accountability to affected people Principles and Framework

(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.**
For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.**

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:

Managing Performance
Judgement and Decision Making
Empowering and Building Trust

Cross-Functional Competencies:

Negotiation and Conflict Resolution
Planning and Organizing
Political Awareness

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.

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.

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

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number Supervisor Grade

Supervisor's Title

3. Organizational Setting and Work Relationships

The RSD Officer provides legal, operational and strategic support on mandate or national RSD at global, regional or country operations level. The position may be located at Headquarters (within the Division of International Protection), in a Regional Bureau or in a Country Office and reports to the Senior RSD Officer or Senior Protection Officer or Head of Protection Service, as appropriate.

The incumbent provides advice and guidance on legal and procedural matters related to RSD whether in the context of mandate RSD and/or national asylum/RSD systems (as applicable), is responsible for review, endorsement and clearance of recommendations on individual cases in line with requirements under the RSD Procedural Standards or as directed by Senior Management. The incumbent is also responsible for contributing to the development of or, depending on the context, develop an RSD strategy and, where required, methodologies to promote the effectiveness of RSD as a protection tool and implementing broader organizational objectives and priorities, in compliance with relevant UNHCR standards and policies. Whether in the context of national or mandate RSD, the incumbent provides advice and support to staff engaged in RSD and related activities, monitors trends of RSD decision-making, and conducts training and other capacity-building/strengthening activities to promote consistency in RSD procedures and decision-making. S/he contributes to developing and enhancing regional and global RSD standards and policies, as necessary.

If based in a country operation, the RSD Officer advocates with and supports Government authorities and legal partners in further developing their capacities in line with the GCR and other key UNHCR planning considerations.

The RSD Officer works closely with senior managers, RSD staff as well as staff responsible for registration, resettlement and training activities. S/he also liaises with relevant focal points in DIP, in particular within the RSD and PNSS Sections and other HQ Divisions as required. The incumbent normally supervises National Officers or support staff at lower grade levels.

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4. Duties

- Provide legal/procedural advice and support on RSD adjudication issues within the Area of Responsibility (AoR).
- Stay abreast of legal, political, security and other developments relevant to mandate RSD, the protection environment, including developments in relation to national asylum/RSD systems, as applicable.
- Engage relevant national authorities and structures in identifying and expanding opportunities in view of developing or strengthening national asylum/RSD systems.
- Undertake quality review of RSD Assessments in line with UNHCR policies/guidelines related to mandate RSD and endorse RSD decisions as required.
- Conduct interviews and draft RSD Assessments in complex/sensitive cases per relevant standards and guidelines.
- Provide ongoing coaching as well as specialized training on the inclusion criteria; principles/procedures related to exclusion; cancellation/revocation; international humanitarian law; human rights law; interviewing techniques and credibility assessment/establishing the facts; and legal drafting.
- Provide specialized training to other UNHCR units on the refugee criteria and related issues as needed. Contribute to the development of the RSD strategy and support senior management to ensure its full and effective integration into the protection and solution strategy of the Country Operations Plan.
- Contribute to developing/enhancing regional and global RSD standards and policies, as required.
- Support the design and implementation of operation-specific SOPs for all aspects of RSD operations in line with relevant standards/policies, including UNHCR's AGD policy and Forward Plan, ensuring the prioritisation of persons with specific needs if based in a Regional Bureau, provide support to operations on the above.
- Monitor trends and systematically compile statistics related to RSD case processing.
- Analyze key indicators of the quality and efficiency of decision-making in RSD processing to assess capacity and resource requirements of operations in the region or the operation to which the RSD Officer is assigned.
- Contribute to the evaluation and projection of RSD staffing and financial needs using the RSD Staffing Benchmarks, and support allocation of appropriate human, material and financial resources.
- Contribute to identifying and preventing fraud in RSD through oversight, advice and guidance to UNHCR personnel, partners and persons of concern.

If based in DIP or a Regional Bureau:

- Conduct support missions, as required.
- Assess training needs in UNHCR RSD operations and assist RSD Supervisors to provide coaching/capacity building for UNHCR personnel and deployees under their supervision, in coordination with the GLC as appropriate.
- Maintain and manage a consultative process with operations and other stakeholders in the region.

If based in a country operation, together with competent host authorities and partners, develop processes aiming at developing national institutional capacities and the timely identification of international protection needs in line with the GCR and other key planning considerations.

- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

*International Refugee Law;
International Criminal Law;*

*International Human Rights Law;
Social Sciences;*

*International Humanitarian Law;
or other relevant field.*

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

Certificates and/or Licenses

RSD Learning Programme;
Management Learning Programme;
Protection Learning Programme;

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

Relevant Job Experience

Essential

3 years of experience working directly with procedures and principles related to adjudicating individual asylum claims in RSD procedures. In-depth knowledge of International Refugee Law, International Human Rights Law, International Humanitarian Law and International Criminal Law and ability to apply relevant legal principles in the RSD context, including exclusion decision-making. Thorough knowledge of the "Procedural Standards for RSD under UNHCR's Mandate" and other guidelines and standards governing UNHCR's mandate RSD activities. Experience in counselling asylum-seekers and individual case management. Experience in refugee law training.

Desirable

Experience as a decision-maker in UNHCR or Government SD procedures is highly desirable. Experience in providing legal representation to asylum seekers in UNHCR or Government SD procedures. Experience in supervising a team. Completion of other UNHCR Learning Programmes relevant to RSD. Training and coaching experience. Experience in working with vulnerable or traumatized individuals. Knowledge of additional UN languages.

Functional Skills

PR-Individual Case Management (People of Concern);
PR-Protection-related guidelines, standards and indicators;
PR-Interviewing and counselling refugees/asylum seekers;
PR-Government Refugee Status Determination (RSD) procedures;
PR-UNHCR RSD Principles and Procedures;
PR-Adjudication of individual asylum claims in RSD;
LE-International Refugee Law;
PR-Human Rights Doctrine/Standards;
PR-International Humanitarian Law;
LE-International Criminal Law;
LE-Draft legal opinions;
CM-Cross-cultural communication;

(Functional Skills marked with an asterisk* are essential)

Language Requirements

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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:

Empowering and Building Trust
Managing Performance
Judgement and Decision Making
Strategic Planning and Vision
Leadership
Managing Resources

Cross-Functional Competencies:

Analytical Thinking
Planning and Organizing
Policy Development and Research

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.

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.

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

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The Community-Based Protection Officer is a member of the Protection Team in a Regional Bureau or a Country Office and normally reports to the Senior Community-Based Protection Officer, the Senior Protection Officer, Head of Sub-Office or the Assistant Representative for protection.

For a regional position, the incumbent may have direct supervisory responsibility for Protection and Community-Based Protection staff in the regional office, and a technical support role for Community-Based Protection staff in the region. For a country level position the incumbent may have direct supervisory responsibility for Community-based Protection staff and other protection staff in the operation.

H/he supports the implementation of protection standards and provides advice on community-based protection to senior management and Country Operation(s) in close collaboration with the Division of International Protection (DIP).

The incumbent is relied upon by senior management to support a coordinated approach in the implementation of UNHCR's rights-based and community-based engagement with all persons of concern and contributes to the achievement of UNHCR's commitments to accountability to affected people.

S/he maintains close working relationships and supports Protection and Community-Based Protection staff in the field, who act as the critical interface between UNHCR and communities of concern, enabling them to provide the AGD-sensitive analysis of community risks and capacities that form the essential foundations of national and regional programmes. The incumbent maintains close working relations with sister UN entities, governmental entities, non-governmental organisations and academic institutions that can contribute to enhancing protection and achieving solutions through people centred, community-based and gender responsive approaches.

The incumbent provides guidance to country operations to strengthen their coordination and advocacy on community-based approaches to protection with governments, partners and other key stakeholders.

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4. Duties

- Assist in the development, implementation and monitoring of a community-based protection strategy reflecting the organization's global, regional and country level protection priorities, and ensuring systematic application of participatory, rights-based, and gender responsive approaches in protection and solutions planning, programming and strategies.
- Support compliance with UNHCR Age, Gender and Diversity Policy, including ensuring AGD inclusive programming, advocating for gender equality and strengthening accountability to affected populations (AAP).
- Assist with the implementation and integration of community-based corporate policies in multi-year and multi-partner protection and solutions strategies and operations plans.
- Support the systematic application of participatory, community, rights based, and gender responsive protection approaches throughout the phases of the operations management cycle and across the work of the organisation and implement community-based GBV prevention and response as well as community-based child protection programmes.
- Contribute to the appropriate adaptations of programmes as a result of the analysis of feedback received from persons of concern, as well as other political, social, economic and cultural developments that impact the protection environment.
- Participate in country level planning exercises and advocates for the mobilization and (re)allocation of funds to the implementation of community-based and gender responsive approaches across programmes and sectors in line with regional and country community-based protection strategies.
- Support the establishment and management of a feedback and response system (including on PSEA) and participate in the analysis of feedback gathered through formal and informal feedback and response systems.
- Support capacity development through training and coaching of staff in the domain of AGD, Accountability to Affected People (AAP), CBP, Gender Equality, Youth, Disability and inclusion of other Diversity elements, and mainstreaming of the CBP approach in other sectors.
- Provide technical guidance and support to ensure data relevant to assess and monitor progress on the implementation and impact of community-based and age, gender and diversity approaches is collected and AGD-sensitive analysis of community risks and capacities is undertaken.
- Support the consolidation of reporting on community-based protection and contributes to reporting on the protection of different AGD groups, including identification of trends and collection and dissemination of good practices.
- Contribute to the development of partnerships with a variety of stakeholders including government institutions, UN, civil society actors, and the private sector inclusive of youth, disability, LGBTI, women rights stakeholders and other diverse groups; for the purpose of advocating for community-based approaches for the protection of displaced persons, including implementation of Outreach and communication with diverse groups.
- For functions at a regional level, support harmonization of CBP strategies in the region and their alignment with global policies, identifies and disseminates good practices, supports exchange of expertise in the region and provides a regional level analysis of trends as well as aggregated reporting on implementation of Community-based and AGD approaches.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

*Community Development;
Social Science;*

*Human Rights;
Anthropology;*

*Cultural Studies;
or other relevant field.*

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

Certificates and/or Licenses

Not specified.

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

Relevant Job Experience

Essential

2-3 years experience of working in the field with direct engagement with persons of concern. Demonstrated expertise in field protection, community development, social surveys/ assessment, counselling, or related areas.

Desirable

Very good understanding of displacement and protection issues, particularly GBV prevention and response, child protection, education, gender equality, and the application of the age, gender and diversity approach. Completion of UNHCR learning programmes or specific training relevant to functions of position such as: PLP (Protection Learning Programme), OMLP (Operations Management Learning Programme), MMLP (Middle Management Learning Programme), CBPLP (Community-based Protection Learning Programme), CBP e-Learning, and Gender Equality e-learning. Experience in project management, and strategy development and implementation.

Functional Skills

PR-Protection-related guidelines, standards and indicators;
PR-Age, gender and diversity (AGD);
PR-Community-based Protection – Planning, Implementing and analysing surveys/assessments;
PR-Community-based Protection – Coordination and project management;
PR-Community-based Protection – Principles and methodologies;
PR-Community-based Protection – Community engagement and capacity building;
PR-Accountability to Affected People – Principles and Framework;
TR-Training/Coaching/Facilitation;
MG-Team Building;

(Functional Skills marked with an asterisk* are essential)

Language Requirements

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6. Competency Requirements

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Core Competencies

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

Managerial Competencies

Empowering and Building Trust
Managing Performance
Managing Resources

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.

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Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The GBV Officer is a member of the Protection Team in a Regional Bureau or a Country Office and normally reports to the Senior GBV Officer or the Senior Community-Based Protection Officer or the Senior Protection Officer or the Head of Sub-Office or the Assistant Representative for protection. In smaller offices, the post may report directly to the Representative.

The GBV Officer supports the operations' efforts to fulfil UNHCR's mandate and associated obligations on GBV prevention, risk mitigation and response based on policy and guidance.

S/he collaborates closely with the UNHCR management and the Protection team in the country and strengthens working relations with other agencies involved in GBV prevention, risk mitigation and response.

The incumbent will maintain a close working relationship with the Bureau and the Division of International Protection for system-wide coherence.

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4. Duties

Implementation of UNHCR's Global Policies and Standards

- Support and facilitate the effective and timely development, implementation and monitoring of a clear and coherent multi-year and multi-sectoral GBV strategy as part of the operation's broader Protection and Solutions Strategy, coordinate timely reporting on progress including the documentation of promising practices.
- Participate in the promotion of compliance with UNHCR's GBV policy, priorities and commitments (aligned with policies on age, gender, diversity (AGD) and accountability to affected populations (AAP), Child protection, gender equality, disability and youth empowerment.
- For functions at regional level, support the harmonization of GBV strategies in the region and alignment with global policies and commitments, support exchange of expertise and practices in the region and provide a regional level analysis of trends as well as aggregated reporting on GBV.

- Provide technical guidance on integration of the survivor-centred approach into PSEA complaints mechanisms and enhance access of SEA survivors to existing GBV services

Planning / Programming

- Support the development and implementation of programming for specialized GBV prevention and response based on needs, risks and capacity assessments at the onset of an emergency and throughout all phases of displacement.
- Participate in conducting, consolidating and reporting on GBV assessments including gender equality components at least once per year, linked to annual planning processes and participatory assessments and sharing strategic trends analyses.
- Contribute to planning processes and advocate for adequate resource (re)allocation and mobilization.
- Support cross-cutting programs and technical sectors to mainstream gender and to program for mitigation of GBV risks in their specific technical areas, and report on progress.

Capacity Development, Technical Support and Coordination

- Provide technical guidance and support field colleagues to operationalise and comply with UNHCR's corporate GBV policy, priorities and commitments (aligned with policies on AGD and AAP, Child protection, disability, youth empowerment and gender equality).
- Support operational capacity development efforts and provide technical support on gender and GBV mainstreaming
- Under the guidance of the Senior Protection Officer, support and facilitate the establishment of and ensure the functioning of GBV coordination mechanisms with all relevant stakeholders.
- Facilitate and strengthen the development and implementation of GBV Standard Operating Procedures for all sites that enable all survivors to access, at a minimum, appropriate health, psychosocial, security and safety, and legal support.
- Support and build capacity and systems for individual GBV case management for survivors and persons at-risk of GBV.
- Ensure safe and ethical GBV data collection and reporting is functioning and regular reporting is done on GBV, including through PRIMES and protection monitoring processes. Promote the use of the GBV module of PRIMES or another GBV information management system that provides for safe and ethical data collection and analysis. Where applicable, support reporting under the Monitoring, Analysis, and Reporting Arrangements on conflict-related sexual violence (MARA).

Partnerships

- Strengthen UNHCR's collaboration with host governments to develop national services in order to expand safe access for Persons of concern to services that prevent, mitigate, and respond to GBV.
- Support the capacity development of staff, partners and other stakeholders to address GBV and to promote gender equality and the empowerment of displaced women and girls.
- Strengthen partnerships including with UN agencies, governments, civil society and with displaced and host communities, to prevent, mitigate, and respond to GBV, to promote gender equality and to ensure age and gender-informed protection and solution programs.
- Support that community-based approaches are applied in GBV programming and communities considered as key stakeholders.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

Human rights, Law, Social Anthropology, International Development, Social work, Social Sciences, or other relevant field.

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

Certificates and/or Licenses

Not specified.

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

Relevant Job Experience

Essential

6 years of previous work experience relevant to the function of GBV in an international context, of which two years in the field and having experience in the field of GBV prevention, mitigation 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. Applied experience in survivor-centred approach, GBV guiding and Case management principles related to GBV programs. Demonstrated knowledge in gender equality and the empowerment of women and girls and apply, promote and integrate gender analysis into humanitarian programming. Demonstrated knowledge of and implementation of multi-sectorial responses to GBV and support to other sectors to mainstream GBV prevention, risk mitigation and response. Demonstrated knowledge and application of GBV prevention theory and appropriate GBV prevention and behaviour change strategies at different stages of the humanitarian response. Knowledge and demonstrated use of GBV tools and Guidance.

Desirable

Demonstrated understanding of critical issues around GBV data and knowledge of safe and ethical data collection and analysis, and conducting assessments. Demonstrated knowledge of engagement with GBV Interagency humanitarian architecture. Knowledge and experience of participatory approaches to engaging with and mobilizing communities Good understanding of displacement and protection issues including, child protection, education and the application of the Age, Gender and Diversity Policy. Completion of UNHCR learning programmes or specific training relevant to functions of position such as: Protection Learning Programme, Operations Management Learning Programme, Middle Management Learning Programme, GBV and Gender Equality. Experience in a humanitarian context.

Functional Skills

PR-Gender Based Violence (GBV) Coordination
PR-Gender Based Violence (GBV) prevention programming
PR-Gender Based Violence (GBV) risk mitigation
PR-Gender Based Violence (GBV) response programming
PR-Gender Based Violence (GBV) Capacity development and training
PR-Refugee Women issues
PR-Interviewing and counselling refugees/asylum seekers and in individual case management
PR-Age, Gender and Diversity (AGD)
TR-Training/Coaching/Facilitation

(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.***
*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

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

Empowering and Building Trust
Judgement and Decision Making
Managing Resources
Managing Performance

Cross-Functional Competencies

Negotiation and Conflict Resolution

Planning and Organizing

Political Awareness

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.

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.

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

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The position for Resettlement and Complementary Pathways Officer may be based in Country Operations, Regional Bureaux or Headquarters.

The incumbent's primary role is to support resettlement and complementary pathways activities in his/her Area of Responsibility (AOR) through identification of needs, submission of cases, monitoring and enforcing procedural compliance, integrity and quality of case submissions, and ensure progress against targets. He/she contributes to comprehensive protection and solutions strategies and needs to make resettlement both strategic as well as responsive to the needs of people of concern to UNHCR

The role may also involve managerial responsibilities in supervising staff and affiliate workforce.

The incumbent works in close coordination with the Resettlement and Complementary Pathways Service in the Division of International Protection in Headquarters, and protection teams in Bureaux and country operations.

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

- Identify, interview, assess resettlement and complementary pathways needs, and process cases identified for resettlement and complementary pathways following established procedures; provide counselling to individuals.
- Monitor activities for resettlement and complementary pathways, as applicable, to ensure progress against targets, transparency and efficiency in case submissions and appropriate follow-up with resettlement countries and other key stakeholders.
- Review and provide timely feedback and guidance on resettlement submissions prepared in the country office/ by country offices to harmonize quality and consistency of resettlement delivery.
- Manage a process to ensure that persons of concern and partners receive up-to-date and accurate information on UNHCR's resettlement and complementary pathways policies and procedures.

- Promote and monitor the implementation of UNHCR's global resettlement and complementary pathways policies, procedures and guidelines in the AOR.
- Provide guidance and advice on policies, protection standards and procedures for resettlement and complementary pathways.
- Ensure Standard Operating Procedures for identification of cases for resettlement and resettlement case management are in place and in line with UNHCR Global Standards.
- Promote and contribute to measures that enhance the prevention, detection and response to fraud committed by persons of concern generally and in resettlement and complementary pathways in particular.
- Maintain regular contact and close cooperation with resettlement countries and partners to ensure effective delivery of resettlement and complementary pathways; and adherence to adequate protection standards.
- Guide and support government officials and partners undertaking missions related to resettlement and complementary pathways.
- Assist selection missions by resettlement countries to the region/country operations. ;
- Stay abreast and analyse the implication of political, legal, social and economic developments in the AOR and recommend policy / strategic approaches to further UNHCR objectives with respect to resettlement and complementary pathways. ;
- Contribute to the development and enhancement of policy and guidelines for resettlement and complementary pathways practices. ;
- Systematically apply an Age, Gender and Diversity perspective in all aspects of the resettlement and complementary pathways process; comply with UNHCR policy and guidelines on HIV/AIDS. ;
- Promote and put in place mechanisms for preventing fraud in resettlement and complementary pathways activities to maintain the integrity of the resettlement and complementary pathways process in the AOR. ;
- Assist in the production of up-to-date and accurate statistics, analytical reports on resettlement and complementary pathways, updates and briefing notes, including with regard to the trends, the country/ region's performance in meeting resettlement targets, challenges and responses.
- Ensure that resettlement and complementary pathways activities are reflected in the country operations plans, the protection and solutions strategies in line with the regional strategy.
- Contribute to comprehensive protection and solutions strategies in the country operation or region.

For jobs in the Regional Bureaux only

- Review and provide feedback and advice to country operations on their resettlement and complementary pathways strategies and priorities, to ensure that they are coherent and consistent with the regional strategy and are fully integrated into country operations plans; Assist offices in the annual planning exercise for resettlement and complementary pathways.
- Review and provide timely feedback and guidance on resettlement submissions prepared by country offices to harmonize quality and consistency of resettlement delivery; monitor procedural compliance.
- Conduct periodic field missions to provide advice on the quality and consistency of resettlement submissions, decisions and activities.
- Assist in negotiating with resettlement countries the design and development of regional resettlement programmes and complementary pathways involving governments and non-governmental organisations in close consultation with the Resettlement and Complementary Pathways Service in the Division of International Protection at Headquarters.
- Coordinate with DIP, other entities within the Bureau and country operations to ensure a comprehensive and consistent approach in the prevention, detection and response to fraud committed by persons of concern across the region.
- Collect resettlement and complementary pathways related information to be used by the Resettlement and Complementary Pathways Service in the Division of International Protection for external publications.
- Assist in assessing training needs, draw regional training plan and strategy and deliver resettlement, complementary pathways and related training to UNHCR staff, partners and other stakeholders as required.
- Contribute to a communications strategy that generates support from external parties for the expansion of resettlement and complementary pathways.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

*Political Science;
Law;*

*Social Sciences;
International Public Law;*

International Law;

International Refugee Law;

International Human Rights Law; Refugee and Forced Migration International Relations or other relevant field.

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

Certificates and/or Licenses

Protection Learning Programme; RSD- Resettlement Learning Programme; MLP;

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

Relevant Job Experience

Essential

At least 6 years (5 years with Graduate degree) of professional work experience relevant to refugee protection work, of which 2 years in an international capacity. Demonstrated experience in casework or case management, preferably in a refugee or immigration context.

Desirable

Sound understanding and ability to implement UNHCR's policy and global strategic priorities, such as AGDM, IDP, Statelessness, and HIV/AIDS, in the area of responsibility at appropriate level. Knowledge of and experience with Complementary Pathways programmes. Diverse field experience. Experience working in a multi-cultural environment. Knowledge of additional UN languages.

Functional Skills

*PR-Resettlement/Repatriation/Voluntary Repatriation
PR-Resettlement Anti-Fraud Policy and Procedures
PR-Experience in Operations facing mixed migratory movements
IT-Information Technology (Practices/Processes)
DM-Database Management*

(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.**
For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

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

*Empowering and Building Trust
Judgement and Decision Making
Managing Resources*

Cross-Functional Competencies

*Policy Development and Research
Political Awareness
Planning and Organizing*

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.

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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

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number Supervisor Grade

Supervisor's Title

3. Organizational Setting and Work Relationships

The Durable Solutions Officer is a focal point for solutions related issues in a country, and normally reports to the Senior Durable Solutions Officer, Senior Protection Officer or, where appropriate, to the Assistant or Deputy Representative. The incumbent may have supervisory responsibility for durable solutions staff, who may include staff within the functional groups of durable solutions, reintegration, repatriation, and resettlement. S/he works closely with protection and programme staff and ensures operational standards and practices in solutions delivery at the country level.

The Durable Solutions Officer is relied upon to assist in the development, implementation and adherence to protection, resilience and solutions strategies and to advise on all solutions topics. These include: voluntary repatriation (refugees) or return (IDPs) and sustainable reintegration; local integration and other local solutions; relocation, resettlement and complementary pathways for admission to third countries; Global Compact on Refugees commitments and opportunities; housing, land and property; statelessness (in line with the campaign to End Statelessness by 2024); age, gender, diversity (AGD) and accountability to affected populations (AAP) through community-based protection. The Durable Solutions Officer should provide planning and foresight to advance progress in Protracted Refugee situations, where applicable, and/or to prevent new situations from becoming protracted. Assisting the Country Office in fostering an environment to enhance partnerships is a critical element of the work, as are activities designed to strengthen the involvement of refugee communities and their hosts in the design and implementation of solutions strategies. If in a regional office/ Bureau, s/he also coordinates durable solutions activities between and among country offices in the region ensuring consistency with relevant Global Strategic Priorities and Policies. If in a regional office/ Bureau, s/he works closely with protection, registration, information management, education, development, programme and technical staff including cash, livelihoods and shelter, and promotes operational standards, policy and practices in comprehensive solutions delivery. The incumbent may maintain close working relations with regionally based UN sister entities, other intergovernmental organizations, and non-governmental organisations on durable solutions matters.

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

- Support the development of multiyear comprehensive protection, resilience and solutions strategies as relevant.
- Monitor the implementation of, and implement interventions under, the protection and solutions strategy/ies; identify challenges and report on achievements.
- Serve as focal point for durable solutions, including chairing Durable Solutions Working Group(s) and achieving a schematic overview of country/regional Durable Solution Working Groups or other solutions coordination mechanisms.
- Participate in consultative processes within UNHCR and with a broad range of external partners to promote all durable solutions.
- Ensure close linkages with staff that oversee data and information production to deliver fact based advocacy and support for durable solutions.
- Support the internal UNHCR processes related to voluntary repatriation and returns, including data management, the preparation of Exchange of Letters, Tripartite Agreements, standard operating procedures and other agreements as required.
- Support country operations in the development and implementation of the local integration and other local solutions aspects of solutions strategies, ensuring inclusion of persons of concern in national systems and services, and in national and local development processes.
- In the absence of dedicated resettlement and complementary pathways staff, and in close collaboration with multi-functional teams: ensure UNHCR's resettlement and complementary pathways for admission standards are correctly and coherently applied; efficient, fair and transparent procedures are in place across the AOR, targets are met and fraud prevention mechanisms are in place; operations are supported to develop advocacy strategies and operational responses to pursue the identification, development, promotion and facilitation of access to complementary pathways for admissions to third countries; ensure that country operations plans reflect the strategy on RST/CP and that the necessary resources are allocated to address gaps across the AOR.
- Represent UNHCR's Resettlement and Complementary Pathways positions with Resettlement and other third countries, host government and at regional level.
- Building on the commitments made in the Global Compact on Refugees, support the development and maintenance of strategic partnerships with UN and other development agencies, civil society, peacebuilding actors, and the private sector, engaging on areas including resilience, rule of law and governance, and housing land and property.
- Ensure that UNHCR's analysis of the risks and obstacles to solutions, including sustainable reintegration and integration, is instrumental in development actors' priority areas of engagement.
- Provide planning and foresight to advance progress for protracted refugee situations, and/or to prevent new situations from becoming protracted.
- Liaise with colleagues for the purpose of identifying and prioritizing durable solutions needs and ensuring adequate and timely interventions.
- Support Communication staff in developing a communication plan to support the durable solutions strategy, including media.
- Serve as focal point on durable Solutions-related issues for communities to ensure good communication.
- Advise on populations of concern' appropriate engagement for the identification of the most appropriate solutions, including through enhanced two-way communication, participatory assessments, intentions and perceptions surveys, and other forms of community based assessments.
- Promote the strengthened involvement of persons of concern in the design and implementation of solutions strategies, transition projects, peace-building and development initiatives.
- Analyse statistics, trends, and other documents, and draft reports.
- Participate in training activities aimed at the capacity building of UNHCR and partner staff on durable solutions, peace building/coexistence and partnership.
- Monitor the implementation of the programme through managing the human and financial resources and identify gaps to ensure optimum use of available funds.
- Represent UNHCR in meetings related to durable solutions.
- Clear documents and reports coming out of the Durable Solutions Unit.

In addition to the main duties listed above, for positions located in regional bureaux

- Support the development of multiyear regional situational comprehensive protection, resilience and solutions strategies as relevant, together with UNHCR's stakeholders in Bureau and country operations, governments and other partners.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

Law
Social Science
or other relevant field.

International Law
Economics

Political Science
International Relations

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

Certificates and/or Licenses

RSD-Resettlement Learning Programme
Protection Learning Programme
Management Learning Programme

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

Relevant Job Experience

Essential

Previous experience in solutions contexts. Thorough knowledge of International refugee law and its application.

Desirable

Solid UNHCR experience from both the Field (including Hardship Duty stations) and Headquarters.

Functional Skills

*PR-Developing Strategic Protection Framework
PR-Protection - Durable Solutions
PR-Protection-related guidelines, standards and indicators
PR-Age, Gender and Diversity (AGD)
EX-Field experience
IT-ProGres Refugee System
LE-International Refugee Law
PR-Comprehensive Solutions Framework

(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.**
For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.**

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

Empowering and Building Trust

Judgement and Decision Making

Managing Performance

Managing Resources

Cross-Functional Competencies

Analytical Thinking

Planning and Organizing

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.

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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

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

Preventing, identifying, and responding to fraud and corruption in the context of protection processes is integral to the management of UNHCR's operations; all of UNHCR's protection functions must be implemented with efficiency, integrity, and transparency. Effective prevention and response to fraud enhances UNHCR's ability to execute its mandated responsibilities, ensuring confidence by persons of concern, donors, and host and resettlement states.

The incumbent of the position of Integrity Officer engages in a scope of activities related to prevention, identification, and response to fraud committed by persons of concern, in line with the obligations and requirements set forth in the 2017 Policy on Addressing Fraud Committed by Persons of Concern and the relevant framework.

The incumbent undertakes tasks which support the Operation's activities in this area, in close contact and coordination with other protection, assistance and solutions functional units and relevant partners, both at the level of providing guidance on questions of fraud arising in individual cases, but also in terms of developing appropriate and context specific operational anti-fraud and integrity strategies and responses where UNHCR's protection work gives rise to potential reputational and other risk. The incumbent builds the overall capacity of the Operation to prevent, identify, and respond to fraud committed by persons of concern through the delivery of formal training programs, and on the job coaching and advice to colleagues in the Operation, in particular the Heads of Functional Units, and through ensuring the functionality of systems and processes to support the integrity of protection procedures overall. With the support of senior protection staff in the operation, the incumbent consults the Division of International Protection and other relevant entities in Headquarters on complex questions and challenges vis-à-vis the implementation of the Policy and responses to individual cases, as needed.

The incumbent works closely with the senior management of the operation to identify vulnerabilities to fraud and develop associated risk mitigation and treatment measures. The incumbent ensures timely and appropriate reporting and undertaking of responses to specific situations.

The incumbent is normally supervised by Deputy/Assistant Representative, or Snr Protection Coordinator or Snr Protection Officer and may have alternative reporting relationships depending on the structure of the organizational entity where the position exists.

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

- Support the implementation of the 2017 Policy framework (Policy) on Addressing Fraud Committed by Persons of Person in the area of responsibility (AoR).
- Provide prompt and accurate advice, guidance and operational support on issues concerning risk identification, protection oversight, fraud prevention and response in the context of the Policy.
- Assist the operations in the AoR with the implementation of the Policy by providing support to anti-fraud focal points and provision of trainings and guidance, or otherwise undertake the role of the anti-fraud focal point, depending on the operational context.
- Identify any areas of systemic weakness, vulnerability and risk of potential fraud committed by persons of concern and propose actionable responses as appropriate.
- Provide support and guidance and in some instances undertake investigations of complex fraud cases.
- Establish a liaison role with relevant counterparts involved in anti-fraud matters and investigations as required and depending on the operational context; this would likely engage colleagues across the operation and/or external stakeholders as required and with the support of senior managers.
- Provide support, guidance and advice to operations under the AoR on fraud prevention and deterrence and related matters as concerns the implementation of the 2017 Policy.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

Law; Political Science; International Affairs; Social Sciences; or other relevant field.

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

Certificates and/or Licenses

*Specific learning programmes such as PLP or RSD-RS LP
UNHCR Management Learning Programme*

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

Relevant Job Experience

Essential

Broad protection competencies developed through previous assignments are required. The candidate must have worked in a registration, RSD, resettlement, or case management function, and should preferably benefit from the experience of having held several such roles in the field. The capacity building nature of the position calls for previous protection training and facilitation experience, which are considered mandatory for the role. Demonstrated superior knowledge of and application of international protection principles and the international legal framework. Superior written and oral skills.

Desirable

Previous experience in and application of UNHCR procedures and guidance related to fraud committed by refugees is highly desirable, particularly as relating to the implementation and operationalization of UNHCR's 2017 Policy on Addressing Fraud Committed by Persons of Concern. Knowledge of application of UNHCR's broader risk management framework is an asset. Experience in using and thus a strong understanding of UNHCR's case management systems and software (proGres v3, proGres v4, PRIMES, etc.) is highly desirable. Experience in interviewing, preferably in a refugee or investigative context.

Functional Skills

PR-Refugee Protection Principles and Framework
TR-Training/Coaching/Facilitation
EX-Field Experience
PR-RSD Principles & Procedures, operational arrangements/assistance

(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.***
*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

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:

Empowering and Building Trust
Judgement and Decision Making

Cross-Functional Competencies:

Analytical Thinking
Planning and Organizing
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.

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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

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

In complex humanitarian emergencies and natural disasters where UNHCR is designated as the Protection Cluster Lead Agency under the Cluster Approach, UNHCR performs a dedicated coordination, strategy development and advocacy function through the position of Senior Protection Cluster Coordination Officer and the supporting positions of Protection Cluster Coordination Officer.

These latter P3 level positions normally report directly to the Senior Protection Cluster Coordination Officer. The UNHCR Representative has final accountability for the performance of UNHCR as Cluster Lead Agency.

The Protection Cluster Coordination Officer supports UNHCR to work within the framework of the Inter-Agency Standing Committee (IASC) and the Cluster Approach. The position reinforces UNHCR Protection Cluster Lead Agency functions by providing support to the role of Protection Cluster Coordination Officer in ensuring UNHCR's leadership within a diverse protection community.

The Protection Cluster Coordination Officer is expected to facilitate the work of the Protection Cluster through the provision of analysis, organization and reporting; and to impartially represent the interests of the members of the Protection Cluster. This includes the provision of active support, as applicable, to sub-clusters or working groups of the Cluster which may be coordinated by other Agencies. As a result, the incumbent supports an inter-agency team in an environment that requires high standards of accountability, facilitation, negotiation and conflict resolution skills, in which respect the principles of partnership and collaboration are essential.

The incumbent supports the Senior Protection Cluster Coordination Officer in Inter-Cluster Coordination mechanisms, for advocacy and facilitation of protection mainstreaming and cross-cutting issues of age, gender and diversity in the humanitarian response and early recovery activities.

S/he works closely with and may, depending on the Office structure, directly supervise multi-functional Protection Cluster Support staff in the areas of data and information management, needs assessment, profiling, registration, reporting and advocacy.

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

- Facilitate the development of a Protection Cluster strategy following a consultative process with partners and stakeholders. Support the Protection Cluster to ensure that protection informs and shapes the overall humanitarian response and that the protection response is integrated into the Humanitarian Country Team's common humanitarian action plan.
- Organize and facilitate meetings in line with the Principles of Partnership, ensuring that cluster meetings are consultative and results oriented.
- Facilitate coordination with government counterparts and other relevant authorities.
- Support the design of transition strategies for the Protection Cluster: facilitate the development of a strategy for the cluster ensuring proper linkages with disaster risk reduction, relief, and recovery and development efforts.
- Facilitate the coordination and conduct of Protection Cluster or Inter-Cluster level protection needs assessments, including participatory assessments of affected populations.
- Provide strategic inputs to development of common funding criteria, resource mobilisation and prioritization within the Protection Cluster for inclusion in Consolidated Appeals and pooled funds processes
- Establish mechanisms for accountable and transparent financial resource allocation within the cluster.
- Facilitate the delivery of protection training activities for Protection Cluster members, other local partners, and relevant authorities.
- Coordinate initiatives to build the protection capacity of the national and local government, partners and civil society.
- Ensure adherence to IASC standard operating procedures for IDP profiling.
- Ensure the integration of cross-cutting issues in the work of the Protection Cluster, including any work developed by sub-clusters or working groups.
- Ensure adherence of Protection Cluster activities to Guidelines on Age, Gender and Diversity Mainstreaming;
- Through Cluster-wide consultative processes, provide input into the development of global protection policy and standards led by the Global Protection Cluster.
- Support reporting and information sharing within the Protection Cluster and at the inter-cluster level.
- Support and facilitate the Protection Cluster information management strategy and mechanisms.
- Ensure that the Protection Cluster produces regular updates and briefing notes on the protection concerns in the affected population, response activities, challenges and recommendations.
- Identify core advocacy concerns for the Protection Cluster through a consultative process: Facilitate joint cluster/ inter-cluster initiatives to ensure regular and consistent advocacy.
- Help foster a consistent interpretation and application of international law and related UNHCR and IASC legal standards and protection policies.
- Promote the Protection Cluster's adherence to international human rights instruments, the Guiding Principles on Internal Displacement as well as other relevant international and regional instruments; in cooperation with the Humanitarian Country Team support local interventions when violations of international protection standards and principles occur.
- Promote and help strengthen national legislation relevant to internal displacement and durable solutions
- Facilitate cluster meetings and represent the Protection Cluster in meetings with sectoral and external partners, authorities and other relevant interlocutors.
- Draft reports and prepare advocacy statements on behalf of the Protection Cluster - for clearance by Senior management.
- Organise and facilitate cluster meetings, work and cooperate with focal points sub-groups/working groups and ad hoc/task-related bodies for specific issues.
- Facilitate negotiation with the Humanitarian Coordinator/Resident Coordinator, the Humanitarian Country Team and cluster members on the prioritization and inclusion of project proposals and common funding criteria for inclusion in inter-agency funding appeals.
- Monitor the allocation of financial and other resources within the Protection Cluster, when required, such as with regard to Central Emergency Response Fund (CERF) or Common Humanitarian Funds (CHF).
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

Law; International Law; Political Sciences; or other relevant field.

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

Certificates and/or Licenses

HCR Coordination Lrng Prog; HCR Protection Learning Prg; Tri-Cluster Knowl/Coord Skills;
Prot in Natural Disaster Situat;

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

Relevant Job Experience

Essential

Good knowledge of International Refugee and Human Rights Law plus minimum 6 years relevant professional experience of which 2 years in the field.

Desirable

Not specified.

Functional Skills

PR-Protection in natural disaster situations;

(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.**

For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.**

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

Empowering and Building Trust
Judgement and Decision Making
Managing Performance
Managing Resources

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.

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.

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

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The Statelessness Officer, under the direct supervision of a senior protection colleague, and in close collaboration with the Division of International Protection (DIP) Statelessness Section, provides legal and policy support to operations relating to statelessness, as well as guidance and advice on operational planning and practices to ensure that effective activities to address statelessness are undertaken in the area of responsibility (AoR).

The incumbent maintains close working relations with focal points on statelessness in the AoR and with UN sister agencies, other intergovernmental organizations including non-governmental organizations, embassies and academic institutions. S/he represents the Organization on statelessness law, doctrine and policy.

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 in the mainstreaming of statelessness into all relevant regional and/or country plans and strategies.
- Advocate with Senior Management to help ensure that the necessary resources are allocated to address statelessness.
- Ensure a consistent application of international standards for the prevention and reduction of statelessness in line with the Organization's global, regional and country level priorities, including the #IBelong Campaign as well as UNHCR policy guideline.
- Assist with the development of a country/regional strategy for the prevention and reduction of statelessness and support Country Operation(s) in the development of national strategies and operational activities to address statelessness.
- Provide technical advice on nationality law and statelessness determination procedures, operational responses, including resolving protracted situations and civil status registration and documentation.
- Support mapping of statelessness situations; identify information gaps and provide technical guidance to help address them, including research and profiling activities.
- Engage with strategic partners, including in particular relevant regional bodies; development human rights actors, including children's rights and minorities' rights actors to strengthen their work on statelessness.
- Advise on individual cases and situations raising special questions of application or interpretation of International Law.

- Ensure that instances of arbitrary deprivation of nationality, expulsion of stateless persons and other serious protection incidents are immediately identified and reported to management and the Statelessness Section.
- Engage with legal aid partners at the regional and national levels to promote legal assistance to stateless persons.
- Enhance capacity building programmes for government counterparts, civil society partners and UNHCR Operations with the aim of enhancing protection and solutions for stateless persons.
- Promote and support the implementation of any regional framework to address statelessness.
- Where appropriate, promote cross-country cooperation to address and reduce statelessness.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P3/NOC - 6 years relevant experience with Undergraduate degree; or 5 years relevant experience with Graduate degree; or 4 years relevant experience with Doctorate degree

Field(s) of Education

Law; or other relevant field.

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

Certificates and/or Licenses

**Statelessness UNHCR course;*

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

Relevant Job Experience

Essential

At least 6 years of progressively responsible, relevant professional experience (5 years with Advanced University degree), including 2 years of working experience at the international level and substantial experience working on nationality or statelessness issues. Strong knowledge of international legal standards related to statelessness and UNHCR's doctrine on statelessness is required.

Desirable

Experience working for UNHCR on statelessness and strong knowledge of UNHCR's policies and programs is desirable.

Functional Skills

PR-International Legal Standards on Statelessness

PR-Statelessness- Doctrinal issues on nationality and statelessness

PR-Statelessness- Principles and Procedures, operational arrangements/assistance

PR-Human Rights Doctrine/Standards

LE-Draft legal opinions

LE-International Law

LE-Legal Research

PR-Civil Registration

PR-Gender Equality

(Functional Skills marked with an asterisk* are essential)

Language Requirements

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Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies

Strategic Planning and Vision

Judgement and Decision Making

Managing Performance

Empowering and Building Trust

Leadership

Managing Resources

Cross-Functional Competencies

Analytical Thinking

Innovation and Creativity

Technological Awareness

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.

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