

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 Associate Protection Officer reports to the Protection Officer or the Senior Protection Officer. Depending on the size and structure of the Office, the incumbent may have supervisory responsibility for protection staff including community-based protection registration, resettlement and education. S/he provides functional protection guidance to information management and programme staff on all protection/legal matters and accountabilities. These include: statelessness (in line with the campaign to End Statelessness by 2024), Global Compact on Refugees (GCR) commitments, age, gender, diversity (AGD) and accountability to affected populations (AAP) through community-based protection, Child protection, Gender-Based Violence (GBV) prevention and response, gender equality, disability inclusion, youth empowerment, psycho-social support and PSEA, registration, asylum/refugee status determination, resettlement, local integration, voluntary repatriation, human rights standards integration, national legislation, judicial engagement, predictable and decisive engagement in situations of internal displacement and engagement in wider mixed movement and climate change/disaster-related displacement responses. S/he supervises protection standards, operational procedures and practices in protection delivery in line with international standards.

The Associate Protection Officer is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern, ensuring that operational responses in all sectors mainstream protection methodologies and integrate protection safeguards. The incumbent contributes to the design of a comprehensive protection strategy and represents the organization externally on protection doctrine and policy as guided by the supervisor. S/he also ensures that persons of concern are meaningfully engaged in the decisions that affect them and support programme design and adaptations that are influenced by the concerns, priorities and capacities of persons of concern. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, authorities, protection and assistance partners as well as a broader network of stakeholders who can contribute to enhancing protection.

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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

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Promote International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Foster their consistent and coherent interpretation and application through mainstreaming in all sectors and /or in clusters in applicable operations.
- Assist in providing comments on existing and draft legislation related to persons of concern.
- Provide legal advice and guidance on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Conduct eligibility and status determination for persons of concern in compliance with UNHCR procedural standards and international protection principles.
- Promote and contribute to measures to identify, prevent and reduce statelessness.
- Contribute to a country-level child protection plan as part of the protection strategy to ensure programmes use a child protection systems approach.
- Contribute to a country-level education plan.
- Implement and oversee Standard Operating Procedures (SOPs) for all protection/solutions activities which integrate AGD sensitive procedures.
- Oversee and manage individual protection cases, including those on GBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents through working relations with governments and other partners.
- Recommend durable solutions for the largest possible number of persons of concern through voluntary repatriation, local integration and where appropriate, resettlement.
- Assess resettlement needs and apply priorities for the resettlement of individuals and groups of refugees and other persons of concern.
- Participate in the organisation and implementation of participatory assessments and methodologies throughout the operations management cycle and promote AGD sensitive 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.
- Facilitate effective information management through the provision of disaggregated data on populations of concern and their problems.
- Promote and integrate community-based approaches to protection and contribute to capacity-building initiatives for communities and individuals to assert their rights.
- Support activities in the area of risk management related to Sexual Exploitation and Abuse, fraud, case-processing, data protection, and human rights due diligence at country level.
- Participate in initiatives to capacitate national authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Intervene with authorities on protection issues.
- Negotiate locally on behalf of UNHCR.
- Decide priorities for reception, interviewing and counselling for groups or individuals.
- Enforce compliance of staff and implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Enforce compliance with, and integrity of, all protection standard operating procedures.
- Perform other related duties as required.

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#### 5. Minimum Qualifications

##### Education & Professional Work Experience

##### Years of Experience / Degree Level

*For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree*

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### **Field(s) of Education**

Law, International Law, Political Sciences or other relevant field

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

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### **Certificates and/or Licenses**

Protection Learning Programme;

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

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### **Relevant Job Experience**

#### **Essential**

Professional experience in the area of refugee protection, internal displacement, human rights or international humanitarian law. Good knowledge of International Refugee and Human Rights Law and ability to apply the relevant legal principles.

#### **Desirable**

Field experience, including in working directly with communities. Good IT skills including database management skills.

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### **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

MG-Projects management

PR-PR-Human Rights Doctrine/Standards

PR-International Humanitarian Law

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

MS-Drafting, Documentation, Data Presentation

(Functional Skills marked with an asterisk\* are essential)

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### **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.**

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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:**

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

**Cross-Functional Competencies:**

*Analytical Thinking*  
*Negotiation and Conflict Resolution*  
*Political Awareness*

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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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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 Associate 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 RSD Officer or Protection Officer or other staff with delegated authority, 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 conducting RSD (where required), reviewing and providing advice on individual cases in line with requirements under the RSD Procedural Standards. The incumbent is also responsible for contributing to the development of 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-development/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 Associate 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 Associate RSD Officer works closely with 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 PNS Sections and other HQ Divisions as required.

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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.
- Support engagement with relevant national authorities and structures in identifying and expanding opportunities in view of developing or strengthening national asylum/RSD systems.
- Support the 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 including for complex/sensitive cases per relevant standards and guidelines.
- Provide ongoing coaching as well as 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 training to other UNHCR units on the refugee criteria and related issues as needed.
- Assist with the development of a RSD strategy and support senior management to ensure its full and effective integration into the protection and solution strategy of the Country Operations Plan.
- Assist with developing/enhancing regional and global RSD standards and policies, as required.
- Assist with 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, or, 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.
- Evaluate and contribute to projecting 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, contribute to developing 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 P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year 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 and demonstrated skills 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 the RSD Learning Programme and other UNHCR Learning Programmes relevant to RSD. Training and coaching experience. Experience in working with vulnerable or traumatized individuals.

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### **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)

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### **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.***

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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*  
*Judgement and Decision Making*  
*Managing Performance*

### **Cross-Functional Competencies:**

*Analytical Thinking*  
*Planning and Organizing*  
*Policy Development and Research*

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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 Group - Level 1  Grade

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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 Associate 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.

S/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 (PoC) 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

- Be fully informed about community structures and the protection and security situation of the population of concern and develop strong links with a cross-section of members of refugee/IDP/stateless communities, using an AGD approach.
- Through relationships with PoC and network of partners stay abreast of political, social, economic and cultural developments that have an impact on the protection environment and provide advice to senior management.
- Ensure that the perspectives, capacities, needs and resources of the PoC are reflected in the protection strategy, planning processes and operations plan addressing the specific protection needs of women and men, children, youth and older persons, persons with disabilities, minority groups such as sexual minorities and persons living with HIV/AIDS.
- Ensure through direct action and advocacy with more senior protection staff that the necessary resources are allocated to enable community work to identify and address protection and assistance gaps.
- Support a consultative process with government counterparts at local levels, partners and PoC to develop and implement integrated strategies that address the key protection priorities, including, for example, child protection, education and GBV, and solutions approaches.
- Provide technical guidance and support to UNHCR and partners and implement and oversee Standard Operating Procedures (SOPs) on all community-based protection related issues.
- Support the design, implementation and evaluation of protection centred and solutions oriented programming with implementing and operational partners guaranteeing that community-owned activities are integrated.
- Support communities in establishing representation and coordination structures
- Promote confidence building and conflict resolution among PoC, authorities and host communities.
- Maintain protection presence through regular field missions and reports, making direct contact with PoC, host communities, local authorities and partners. In operations applying the humanitarian cluster system, contribute to the development of an AGD-compliant strategy on which the response of the Protection Cluster is grounded in and covers all assessed and prioritized protection needs of the affected populations.
- Support the Operation's work to fully integrate the protection strategy into the Country Operations Plan, the UN Development and Assistance Framework (UNDAF), the Humanitarian Country Team's common humanitarian action plan where applicable.
- Contribute to the Protection team's information management component which: provides disaggregated data on PoC and their problems; researches, collects and disseminates relevant protection information and good practices to enhance protection delivery and provide technical advice if necessary.
- Support the inclusion of participatory, community-based protection and AGD approaches in strategies and plans within the Area of Responsibility (AoR).
- Support community understanding of UNHCR's commitment to deliver on accountability and quality assurance in its response.
- Support PoC to develop structures that enhance their participation and protection.
- Contribute to the design of the community-based protection strategy, project submissions and budgets for endorsement by the supervisor.
- Intervene with authorities on community-based protection issues.
- Negotiate with local counterparts, partners and PoC.
- Perform other related duties as required.

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#### 5. Minimum Qualifications

##### Education & Professional Work Experience

##### Years of Experience / Degree Level

*For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree*

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##### Field(s) of Education

*International Development,  
International Social Work,*

*Cultural Studies,  
Social Science,*

*Human Rights,  
Political Science,*

(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***

Relevant professional experience, including in the areas of community based protection, community services, social work, and human rights.

#### ***Desirable***

Proven communication skills, both oral and written. Demonstrated knowledge of community communication and engagement approaches. Understanding of and demonstrated competencies in forced displacement and protection, particularly GBV prevention and response, child protection, education, gender equality, and the application of the Age, Gender and Diversity Policy.

### **Functional Skills**

*PR-Age, Gender and Diversity (AGD)*  
*PR-Community Services-Communication/Development/Organization*  
*PR-Community Services-Social Work/Counselling*  
*PR-Community-based Protection*  
*IT-Computer Literacy*  
*DM-Database Management*  
*MS-Drafting, Documentation, Data Presentation*  
*PR-Gender Equality*  
*PR-Child Protection/Convention on the Rights of the Child*  
*PR-Refugee Education programmes*  
*PR-Gender Based Violence (GBV) prevention programming*  
*PR-Gender Based Violence (GBV) response programming*  
*PR-Experience in Forced Displacement situations*  
*EX-Field experience with UNHCR and/or with other humanitarian organizations*

(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*  
*Judgement and Decision Making*

**Cross-Functional Competencies**

*Stakeholder Management*  
*Planning and Organizing*  
*Political Awareness*

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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 Group - Level 2  Job Code

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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 Associate 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.

The Associate GBV Officer normally reports to a higher-grade GBV or protection staff or the Head of Office who defines overall work objectives and provides regular advice and guidance. S/he will coordinate quality, timely and effective protection responses to the needs of populations of concern and identify opportunities to mainstream GBV in all sectors. S/he contributes to designing a comprehensive GBV strategy and liaises externally with authorities and partners on GBV standards and policy as guided by the supervisor. S/he will focus on strengthening GBV case management supervision as well as safe and ethical data collection and further analysis of GBV trends. The incumbent will also ensure quality prevention and risk mitigation interventions.

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. S/he promotes alignment with GBV minimum standards and respect of GBV Guiding Principles.

The Associate GBV Officer also ensures that persons of concern, women and girls, are involved with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, local authorities and protection and assistance partners

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

Implementation of UNHCR's Global Policies and Standards

- Contribute to 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.
- Assist UNHCR management at country level to strengthen alignment with the survivor-centred approach and GBV guiding principles within the implementation of PSEA policies.

#### 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 GBV policy, priorities and commitments (aligned with policies on AGD and AAP, child protection, disability, youth empowerment and gender equality).
- Provide coaching and trainings on GBV as well as 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 the application of community-based approaches 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 P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree*

#### Field(s) of Education

*Human rights,  
Law;  
or other relevant field.*

*Social Anthropology,  
International Development,*

*Social work,  
Social Sciences,*

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

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## **Certificates and/or Licenses**

*HCR Protection Learning Prg*

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

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## **Relevant Job Experience**

### ***Essential***

3 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 UNHCR and Interagency 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.

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## **Functional Skills**

*IT-Computer Literacy*

*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)

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## **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.***

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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*  
*Judgement and Decision Making*  
*Managing Performance*

**Cross-Functional Competencies**

*Analytical Thinking*  
*Political Awareness*  
*Stakeholder Management*

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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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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 Associate 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 procedural compliance, integrity and quality of case submissions, and ensure progress against targets. S/he takes part in assessing cases for resettlement and conducting interviews as well as monitoring procedural compliance and quality of case submissions. The role may also involve managerial responsibilities in supervising staff and affiliate workforce. S/he 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.

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.
- Support monitoring of 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.
- Support the management of processes 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.
- Support the implementation of UNHCR's global resettlement and complementary pathways policies, procedures and guidelines in the AOR.

- Ensure Standard Operating Procedures for identification of cases for resettlement and resettlement case management are in place and in line with UNHCR Global Standards.
- Support 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.
- Support senior management in maintaining 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.
- 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 support the establishment of 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.
- Contribute to comprehensive protection and solutions strategies in the country operation or region.
- Perform other related duties as required.

#### **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; assist the supervisor in monitoring 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 (DIP) 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 DIP 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.

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## **5. Minimum Qualifications**

### **Education & Professional Work Experience**

#### **Years of Experience / Degree Level**

*For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree*

#### **Field(s) of Education**

<i>Political Science; Law; International Human Rights Law; or other relevant field.</i>	<i>Social Sciences; International Public Law; Refugee and Forced Migration</i>	<i>International Law; International Refugee Law; International Relations;</i>
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(Field(s) of Education marked with an asterisk\* are essential)

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## **Certificates and/or Licenses**

*Protection Learning Programme  
Resettlement Learning Programme*

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

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## **Relevant Job Experience**

### ***Essential***

At least 1 year of professional work experience relevant to refugee protection work, preferably within the 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. Diverse field experience. Experience working in a multi-cultural environment.

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## **Functional Skills**

*PR-Resettlement/Repatriation/Voluntary Repatriation  
PR-Resettlement Anti-Fraud Policy and Procedures  
PR-Experience in Operations facing mixed migratory movements  
DM-Database Management*

(Functional Skills marked with an asterisk\* are essential)

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## **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.***

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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*

### **Cross-Functional Competencies**

*Analytical Thinking  
Planning and Organizing  
Political Awareness*

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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

The Associate Durable Solutions Officer can serve as a focal point for solutions related issues in a region, and reports to the Durable Solutions Officer, Protection Officer or, where appropriate, to the Senior Protection Officer or Head of Office. The incumbent may have supervisory responsibility for durable solutions staff.

The incumbent is relied upon to contribute to ensuring a conducive environment leading towards finding durable solutions. The Associate Durable Solutions Officer should participate in consultative processes within UNHCR and a broad range of partners to promote durable solutions and advance the efficiency of UNHCR's interventions. Activities to strengthen the involvement of refugee communities and their hosts in the design and implementation of solutions strategies are a critical element of the work.

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

- Implement activities in accordance with the comprehensive solutions strategy, with a view to finding durable solutions to the maximum number of PoCs.
- Participate in the planning of, and advise on opportunities for alternative solutions, including available regional and national legal frameworks.
- Participate in consultative processes within UNHCR and with a broad range of regional and national external partners to promote voluntary repatriation, local integration and resettlement.
- Meet PoC, assess their durable solutions needs and identify the most appropriate solutions for them.
- Monitor the implementation of the durable solutions strategy and provide advice for improvements.
- Analyse statistics, trends, and other documents, and draft reports.
- Interview and prepare Resettlement Referral Forms (RRF), in line with Resettlement SOPs.
- Interview candidates for local integration and prepare the appropriate documentation for onward submission to local authorities or partners, in line with Local Integration SOPs.

- Implement and contribute to the designing of national and regional comprehensive durable solutions strategies
- Engage national and local interlocutors on durable solutions issues.
- Authorize payments relating to durable solutions.
- Perform other related duties as required.

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## 5. Minimum Qualifications

### Education & Professional Work Experience

#### Years of Experience / Degree Level

*For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree*

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#### Field(s) of Education

*Political Science;                      Social Science;                      Law/International Law;  
Economics;                      International Relations;                      or other relevant field.*

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

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#### Certificates and/or Licenses

*HCR Protection Learning Prg  
HCR Resettlement Lrng Prg  
HCR RSD Lrng Programme*

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

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#### Relevant Job Experience

##### **Essential**

Good knowledge of refugee issues and Human Rights doctrine. Very good reporting and writing ability.

##### **Desirable**

Diverse field experience. Knowledge of ProGress database software.

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#### Functional Skills

*\*IT-Microsoft Office Productivity Software  
\*MS-Drafting, Documentation, Data Presentation*

*(Functional Skills marked with an asterisk\* are essential)*

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#### 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.***

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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**

*Judgement and Decision Making*

### **Cross-Functional Competencies**

*Stakeholder Management*

*Planning and Organizing*

*Political Awareness*

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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 Associate Integrity Officer, under the guidance of senior Protection staff in the Operation, engages in a scope of activities related to the support of prevention, identification, and response to fraud committed by persons of concern, in line with the obligations and requirements set forth in the 2017 Policy and Operational Guidelines on Addressing Fraud Committed by Persons of Concern.

The incumbent supports the senior management of the Operation's activities in this area, maintaining close contact and coordination with other protection, assistance and solutions functional units and relevant partners, with a view of ensuring the requisite support is provided to coordinated approaches in the area of anti-fraud initiatives as relating to protection processes.

The incumbent contributes to building the overall capacity of the Operation to prevent, identify, and respond to fraud committed by persons of concern through contributing to reporting and analysis of relevant statistics and trends in the AOR, the preparation and delivery of formal training programs for staff and partners as relevant, and on the job support to colleagues in the Operation, in particular the Heads of Functional Units. In particular, the Associate Integrity Officer supports and facilitates the work of Anti-Fraud Focal Point in the operation to carry out the duties and responsibilities envisaged under the Policy framework and likewise ensures the requisite support to senior management of the operation, to identify vulnerabilities to fraud and develop associated risk mitigation and treatment measures.

The incumbent is normally supervised by 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.



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#### 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).
- Working closely with senior protection colleagues, 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.
- Under the guidance of senior protection colleagues, assist the operations in the AoR with the implementation of the Policy, by supporting anti-fraud focal points in the preparation of and provision of trainings and guidance.
- In close coordination with heads of functional units and liaison with the supervisor, identify any areas of systemic weakness, vulnerability and risk of potential fraud committed by persons of concern.
- Where required and with the guidance of the manager, undertake a liaison role with internal counterparts involved in anti-fraud matters and investigations.
- 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.

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#### 5. Minimum Qualifications

##### Education & Professional Work Experience

###### Years of Experience / Degree Level

*For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree*

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###### 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)*

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###### Certificates and/or Licenses

*Specific learning programmes such as PLP or RSD-RS LP*

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

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###### Relevant Job Experience

###### **Essential**

Demonstrated knowledge of international protection principles and the international legal framework. Excellent written and oral skills.

###### **Desirable**

Previous experience in 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. Experience in protection case management functions, including registration, Refugee Status Determination, or resettlement, is highly desirable. Knowledge of application of UNHCR's broader risk management framework. 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.

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## **Functional Skills**

*PR-Refugee Protection Principles and Framework*  
*EX-Field Experience*  
*PR-RSD Principles & Procedures, operational arrangements/assistance*

(Functional Skills marked with an asterisk\* are essential)

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## **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.***  
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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*

### **Cross-Functional Competencies:**

*Analytical Thinking*  
*Planning and Organizing*

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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.

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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

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 positions of P5/P4 Protection Cluster Coordination Officer and the supporting positions of P3 Protection Cluster Coordination Officer and/or P2 Associate Protection Cluster Coordination Officer.

These latter P2 level positions normally report directly to the P5/P4 Protection Cluster Coordination Officer. The UNHCR Representative has final accountability for the performance of UNHCR as Cluster Lead Agency.

The Associate 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 Cluster Coordinator in ensuring UNHCR's leadership within a diverse protection community.

The Associate Protection Cluster Coordination Officer is expected to facilitate the work of the Protection Cluster through the provision of support in analysis, organization and reporting. 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 Associate Protection Cluster Coordination Officer supports the Protection Cluster Coordinator 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.

The Associate Protection Cluster Coordination Officer works closely with multi-functional Protection Cluster Support staff in the areas of data and information management, needs assessment, profiling, registration, reporting and advocacy.

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#### 4. Duties

- 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
- Facilitate the coordination and conduct of Protection Cluster or Inter-Cluster level protection needs assessments, including participatory assessments of affected populations.
- Provide inputs to development of common funding criteria, resource mobilisation and prioritization within the Protection Cluster for inclusion in Consolidated Appeals and pooled funds processes.
- Assist in 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.
- 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.
- 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.
- 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.
- Perform other related duties as required.

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#### 5. Minimum Qualifications

##### Education & Professional Work Experience

##### Years of Experience / Degree Level

*For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree*

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##### Field(s) of Education

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

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

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## **Certificates and/or Licenses**

*HCR Coordination Lrng Prog;  
Prot in NaturalDisaster Situat;*

*Tri-Cluster Knowl/Coord Skills;*

*HCR Protection Learning Prg;*

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

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## **Relevant Job Experience**

### ***Essential***

Good knowledge of International Refugee and Human Rights Law.

### ***Desirable***

Not specified.

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## **Functional Skills**

*LE-Human Rights Law;  
LE-International Refugee Law;*

(Functional Skills marked with an asterisk\* are essential)

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## **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.***

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## **6. Competency Requirements**

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### **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  
Political Awareness  
Stakeholder Management*

---

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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

The Associate Statelessness Officer, under the direct supervision of a more senior protection colleague and in close cooperation with the 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 are undertaken to address statelessness in the AoR.

The incumbent maintains close working relations with senior protection staff, and interacts at the technical level with colleagues of regionally based UN sister agencies, other intergovernmental organizations, non-governmental organisations, embassies and academic institutions.

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 advice to Regional Bureaux and Field Offices to ensure that operational and advocacy responses to statelessness reflect international standards and mainstream methodologies for responses to the problem of statelessness, including its prevention and reduction.
- Provide analysis and technical advice on nationality laws and statelessness determination procedures, operational responses, including to resolve protracted situations; guidance on methods of identification of stateless persons; civil status registration and documentation.
- Monitor the development of international law and doctrine on statelessness, nationality and related areas and developments in the field of nationality law.
- Advocate for proper interpretation of law and doctrine and promote protection principles and international law development of standards as relevant to the prevention and reduction of statelessness and the protection of stateless persons
- Provide quality legal support and protection advice on statelessness, draft position papers and guidelines on pertinent legal and operational issues.

- Advise on efforts to map statelessness situations and provide guidance in the formulation of strategies for the identification, prevention and reduction of statelessness and protection of stateless persons.
- With the support of the supervisor, handle individual cases and situations raising special questions of application or interpretation of international law, international standards on statelessness, including the two UN Statelessness Conventions, as well as refugee and human rights law.
- Prepare protection documents and policies in cooperation with supervisor.
- Participate in the development of project proposals and project implementation.
- Liaise with DIP, Divisions and Bureaux work units and external actors to enhance awareness of principles relating to statelessness.
- Produce and deliver quality training tools on statelessness and workshops.
- Engage with external partners and stakeholders, including governments, non-governmental organizations, international organizations and other relevant stakeholders on issues related to legal principles pertaining to statelessness and related international law.
- Help to build and maintain effective interfaces with stakeholders who can contribute to enhancing responses to statelessness.
- Represent the Office on protection doctrine and policy in meetings within UNHCR and with external counterparts.
- Perform other related duties as required.

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## 5. Minimum Qualifications

### Education & Professional Work Experience

#### **Years of Experience / Degree Level**

*For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree*

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#### **Field(s) of Education**

*Law, International Human Rights Law, or other relevant field.*

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

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#### **Certificates and/or Licenses**

*HCR Prot Lrng Pgr Statelessnes;*

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

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#### **Relevant Job Experience**

##### ***Essential***

Not specified.

##### ***Desirable***

At least 1 year of experience in refugee issues/human rights/or nationality law/civil status issues. Experience with the UN and/or a Foreign Ministry.

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#### **Functional Skills**

*PR-Statelessness- Doctrinal issues on nationality and statelessness*

*PR-Statelessness- Principles and Procedures, operational arrangements/assistance Legal Standards on Statelessness*

*LE-Legal Research*

*LE-International Law*

*(Functional Skills marked with an asterisk\* are essential)*

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## **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.***

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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**

*Judgement and Decision Making*

*Empowering and Building Trust*

### **Cross-Functional Competencies**

*Analytical Thinking*

*Planning and Organizing*

*Change Capability and Adaptability*

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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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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.