

**United Nations High Commissioner for Refugees (UNHCR)
Representation in Thailand**

**Vacancy Announcement No. 24/2021
Internal/External Circulation
(Advertisement)**

Position Title: Protection Assistant	Post Level: LICA4	Date Issued of the Vacancy Announcement: 6 September 2021
Post No.: NA	Report To: Protection Officer	Closing Date of the Vacancy Announcement: 19 September 2021
Section: Protection	Duty Station: Bangkok, Thailand	Contractual Status: Local Individual Contractor Agreement (UNOPS)

Availability of the Post As soon as possible until 31 December 2021.

1. General Background

The Protection Assistant is a member of the Protection Unit and reports to the Protection Officer. The incumbent will be based in Bangkok to support the Office capacity to provide protection interventions and assist communication with Rohingya Persons of Concern to UNHCR, and in particular separated and unaccompanied minors. Subject to public health mandates and possible restrictions on travel, the incumbent is expected to spend a considerable amount of time travelling to Immigration Detention Centres (IDCs) or Ministry of Social Development and Human Security (MSDHS) facilities throughout the country where persons of concern are accommodated. The incumbent will also be involved, to a lesser extent, in protection activities with regards to urban refugees and asylum seekers in Thailand, mostly by providing protection counselling at the Bangkok Refugee Center (BRC).

2. Purpose and Scope of Assignment

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Relay general information on UNHCR role and possible solutions and/or awareness-raising sessions in Rohingya dialect/ language to individuals/groups concerned.
- Provide counselling to Rohingya persons of concern on main protection needs/risks and undertake follow-up interviews with Rohingya individuals/groups as may be needed. Register Rohingya POC, conducting registration interviews in line with UNHCR policy, collect and enter individual data into proGres Database.
- Assist in identifying protection intervention and durable solutions for Rohingya persons of concern.
- Provide accurate, timely and professional interpretation, from Rohingya dialect/language to English, to UNHCR staff and/or official Government counterparts, as needed, in the course of Protection-related interviews, group discussions, meetings, Protection follow-ups and other related activities.
- Conduct Best Interest Determination (BID) interviews and prepare BID assessments

of Rohingya cases in IDCs and MSDHS facilities.

- Support participatory assessments, community focus group discussion and ongoing consultation with both Rohingya and urban persons of concern.
- Participate in individual protection case management including cases of SGBV and child protection. Monitor and report on cases of refoulement, expulsion and other protection incidents.
- Provide Protection counselling to asylum seekers and refugees at the BRC or elsewhere. Refer cases to the supervisor/relevant entities should they require further action.
- Maintain Rohingya operational related financial transactions to prepare monthly petty cash account.
- Perform systematic data-entry in ProGres, related clerical functions and generate corresponding computer-based reports (e.g. EXCEL) on data gathered and uploaded accordingly.
- Perform other duties as may be needed and requested by the supervisor.

3. Monitoring and Progress Controls

- Missions to RTG's facilities are undertaken. The incumbent will receive queries from and provide counselling to Rohingya persons of concern. He/she will regularly provide the Protection Unit with mission reports on the activities and the situation in various facilities.
- Internal and external reporting processes, as well as statistical information, is completed and updated regularly.

4. Qualifications and Experience

Education

- 1-year relevant experience with High School Diploma; or no experience with Bachelor or equivalent or higher

Work Experience

- Experience (ideally in the Thai/South East Asia context) in working with refugees, in particular working with Rohingya refugees, and/or in related field would be an advantage.
- Experience working in detention centres or similar operating environments would be an asset.
- Excellent knowledge of UNHCR's protection mandate is desired.
- Knowledge of ProGres and completion of UNHCR specific learning/training activities, including the Interview learning programmes (ILP) would be an asset.

Required language Skills

- Excellent knowledge of Rohingya and English (written and oral) is essential

5. Key Competencies/Qualifications

- Client Orientation
- Communication
- Analytical Thinking
- Planning and Organizing
- Negotiation and Conflict Resolution
- Change Capability and Adaptability
- Teamwork

Desired Competencies

- Political Awareness
- Innovation and Creativity
- Continuous Learning

Please submit your Motivation Letter, duly signed P.11 form, Curriculum Vitae and a copy of official ID card/national passport clearly stating the position title, vacancy notice number and your Last Name in the subject line to: THABAHR@unhcr.org by the closing date.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

P.11 form can be down loaded from:

https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm and
https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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