UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. VA35/2021

<table>
<thead>
<tr>
<th>Title of Post</th>
<th>Protection Assistant</th>
<th>Category/grade</th>
<th>LICA4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Number</td>
<td>N/A</td>
<td>Type of contract</td>
<td>Local Individual Contractor Agreement (UNOPS)</td>
</tr>
<tr>
<td>Location</td>
<td>Mae Hong Son, Thailand</td>
<td>Date of Issue</td>
<td>7 December 2021</td>
</tr>
<tr>
<td>Effective date of assignment</td>
<td>1 January 2022</td>
<td>Closing Date</td>
<td>20 December 2021</td>
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1. Operational Context

The Royal Thai Government (RTG) is not a signatory to the 1951 Convention and does not have national legislation governing the status of refugees in Thailand. The presence of refugees is regulated under an exception clause in the Immigration Act and refugees from Myanmar are hosted in temporary shelters on the Thai-Myanmar border, administered by the Ministry of Interior. Protection issues are emblematic of a prolonged stay in enclosed shelters and continue to surface, requiring prevention measures and responses from UNHCR and partners. UNHCR Field Office Mae Hong Son covers four temporary shelters: Ban Mai Nai Soi (BMN), Ban Mae Suring (BMS), Mae La Oon (MLO) and Mae Ra Ma Luang (MRM) which together host approximately 29,000 verified camp residents for both the registered and unregistered persons by the RTG.

2. Organizational Setting and Work Relationships

The Protection Assistant reports to Assistant Protection Officer and acts as a focal staff member to monitor and ensure the protective environment in the camps. To fulfill this role, the Protection Assistant will spend a substantial percentage of their time working outside of the office, conducting counselling sessions, and monitoring/implementing other in-camp protection activities. S/he will undertake regular field trips and will stay abreast of political, social, economic and cultural developments that have an impact on the protection environment. The work requires adequate legal background which enables the Protection Assistant to properly assess the protection situation from the legal/protection principles. Excellent interpersonal skills are required. Experience in working with refugees and comprehensive understanding of national and international legal instruments would be an advantage, as well as knowledge of Karen, Karenni and Burmese languages.

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.

3. Duties

- Identify PoCs in need of protection intervention in and out of the camps primarily through conducting weekly protection counselling sessions in the camps, in-camp detention and court monitoring, and immigration detention monitoring out of the camps.
- Respond to identified protection cases and incidents by providing legal advice to concerned PoCs, coordinating with camp justice and security teams, and making referrals to external partner NGOs and other internal UNHCR units.
- Coordinate facilitation of access to the Thai statutory justice system for criminal offences as per the Mediation and Dispute Resolution Guidelines (MDRG).
- Conduct monitoring of the in-camp detention facilities and the alternative conflict resolution mechanism to ensure their adherence to the MDRG and international protection standards.
- Identify protection cases for which resettlement is considered to be the only solution. Prepare required documents to be submitted to the RTG’s FTPAB (Fast Track Provincial Administration Board) processes for this purpose as necessary.
- Capacitate relevant Community Protection Team members (refugee volunteers) to help perform the above duties.
- Ensure documentation of protection cases through updating UNHCR database, i.e., ProGres V.4.
- Attend coordination meetings at camp and district levels. Support senior Protection colleagues and take meeting minutes as required.
- Assist in drafting reports, provide statistical inputs to routine and ad hoc reporting obligations with AGD breakdown.
- Perform other duties as required.

4. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

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

Certificates and/or Licenses

Protection (desirable)

Functional Skills

IT-Computer Literacy (desirable)
CL-Protection & Solutions Awareness (desirable)
PR-Protection-related guidelines, standards and indicators (desirable)
PR-Refugee Protection Principles and Framework (desirable)
Language Requirements

- Fluency in English and Thai (required)
- Fluency in Karen, Karenni or Burmese (preferred)

5. Competency Requirements

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

Managerial Competencies
Not applicable.

Cross-Functional Competencies
Analytical Thinking
Political Awareness
Stakeholder Management

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: http://icsc.un.org

Submission of Applications:

If you wish to be considered for this vacancy, please submit your letter of motivation, updated factsheet (for internals), signed Personal History Form (for externals) by e-mail clearly stating the position title, vacancy notice number and your Last Name in the subject line to THABAHR@unhcr.org by the closing date.

The Personal History Form and its supplementary sheet can be downloaded 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

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

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.

Refugees – who cares? We Do