

**INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy Notice No. UNHCR/WAS/2020-03-01**

<b>Title of Post</b>	<b>Senior Protection Associate (Caribbean Protection Unit)</b>	<b>Category/grade</b>	<b>General Service, G7</b>
<b>Type of contract</b>	<b>Temporary Appointment</b>		
<b>Location</b>	<b>Washington DC, USA</b>	<b>Date of Issue</b>	<b>16 April 2020</b>
<b>Effective date of assignment</b>	<b>ASAP</b>	<b>Closing Date</b>	<b>30 April 2020</b>

**Operational Context:**

The Senior Protection Associate reports to the Senior Regional Protection Officer, in the Caribbean Protection Unit. The position may entail supervisory responsibilities for protection staff including community services, resettlement, reporting and education He/she monitors protection standards, operational procedures and practices in protection delivery in line with international standards and provides functional protection support to information management, programme, and reporting staff.

The Senior Protection Associate is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern and identify opportunities to mainstream protection methodologies and integrate protection safeguards in operational responses in all sectors. He/she contributes to designing a comprehensive protection strategy and represents the Office externally on protection doctrine and policy as guided by the supervisor. He/she also ensures that persons of concern 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.

**Functional Statement:**

**Accountability**

- The protection of populations of concern is met through the application of International, Regional and National Law, relevant UN/UNHCR protection standards and IASC principles.
- Protection activities are guided by the protection strategy and respect UNHCR's policy on age, gender and diversity (AGD).
- The participation of persons of concern is facilitated through continuous assessment and evaluation using participatory, rights and community-based approaches.
- Protection incidents are immediately identified and addressed.

**Responsibility**

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Provide advice and guidance on protection issues to persons of concern, particularly regarding detention; liaise with competent authorities to ensure human rights of persons of concern are upheld.
- Assist in providing comments on existing and draft legislation related to persons of concern.
- Implement and monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Monitor human rights offences within the region and draft human rights reports for relevant treaty bodies.

- Keep abreast of all developments in regional activities to prepare appropriate reports, briefing and background notes, and other documentation as required.
- Liaise closely with all units and regional offices to gather and collate accurate data about refugees and assistance activities.
- Contribute to measures to identify, prevent and reduce statelessness.
- Contribute to a country-level child protection plan as part of the protection strategy.
- Contribute to a country-level education plan as part of the protection strategy.
- Manage individual protection cases including those on SGBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents.
- Assist in promoting durable solutions for the largest possible number of persons of concern through voluntary repatriation, local integration and where appropriate, resettlement.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
- Contribute to and facilitate a programme of results-based advocacy with sectorial and/or cluster partners.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Contribute to and facilitate initiatives to capacitate UNHCR staff and implementing staff to strengthen protection responses and activities.
- Keep abreast of UNHCR's and the Inter-Agency Standing Committee's procedures and guidelines on Protection from Sexual Exploitation and Abuse and enforce them within the region.

#### **Authority**

- Intervene with authorities on protection issues.
- 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.
- Provide oversight and support to the Cash-based Initiative programme.
- Recommend and prepare payments to individual cases

#### **Essential Minimum Qualifications and Experience:**

- Completion of secondary school. Certificate/ training in International Law, Political Science or related field is required.
- Job experience relevant to the function: 5 years.
- Fluency in English and working knowledge of another relevant UN language or local language.
- Fluency in Spanish an asset.

#### **Desirable Qualifications & Competencies:**

- Good computer skills.
- Completed Protection Learning Programme.

#### **Required Competencies:**

##### **Managerial Competencies**

- *Judgement and Decision Making*

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

- *Political Awareness*

#### **Legal Status:**

Applicants must have legal residence with valid work permit in the US.

#### **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:**

Interested candidate should submit their application via email to [tousawaadm@unhcr.org](mailto:tousawaadm@unhcr.org) quoting “**Snr. Protection Associate G7 WAS**” in the subject line: 1) **UNHCR Personal History Form** available: <https://www.unhcr.org/recruit/p11new.doc> for extra space, Supplementary Sheet available: [www.unhcr.org/recruit/unhcr-phf-sup.docm](http://www.unhcr.org/recruit/unhcr-phf-sup.docm) 2) a letter of motivation. Shortlisted candidates may be required to sit for a written test and/or oral interview.

**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.