

INTERVAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. UNHCR/WAS/2020-06-01

Title of Post	Caribbean Relations Associate	Category/grade	General Service, G6
Type of contract	Temporary Appointment (till 31/12/2020)		
Location	Washington DC, USA	Date of Issue	1 May 2020
Effective date of assignment	ASAP	Closing Date	15 May 2020

Operational Context:

The United Nations High Commissioner for Refugees (UNHCR) Washington Regional Office seeks a Protection Associate in the Caribbean Protection Unit.

The Caribbean Protection Unit provides protection and assistance to asylum-seekers, refugees, and stateless persons in a particularly dynamic, unique, and challenging context throughout the Caribbean. The Unit covers 23 different countries and territories in the Caribbean, most of which do not have functioning asylum systems. Thus, UNHCR works with governments in Caribbean countries to develop and strengthen protections for asylum-seekers, refugees, and stateless persons, conducts registration and refugee status determinations for asylum-seekers, and monitors and reports on the treatment of refugees and stateless persons throughout the Caribbean region.

The Protection Associate reports to the Reporting Officer, or delegate, within the Caribbean Protection Unit. The Protection Associate is responsible for organizing and strategizing Caribbean engagement in regional trainings, processes and mechanisms, as well as undertaking a variety of reporting functions and coordinate and promote government relations.

The Protection Associate serves as the focal point for the Caribbean Migration Consultations (CMC), a State-led process that is jointly supported by UNHCR and IOM and requires intensive coordination and collaboration with involved government counterparts, IOM, and other relevant stakeholders. Planning and coordination of regional trainings and participation of Caribbean counterparts in a variety of regional or global meetings and capacity-building initiatives is also required on a regular basis. In this regard, the Protection Associate's functions related to regional events and processes require both logistical aspects, involving close coordination with administrative, finance and programme colleagues, as well as substantive support functions for representing UNHCR externally to Caribbean governments and partners, contributing to the content of events and trainings, following the developments of relevant regional processes, strategizing engagement with counterparts in the region, and track and measure the effectiveness of UNHCR's training investments in the region and for individual States.

The Protection Associate undertakes a variety of reporting functions for the Caribbean Protection Unit. Reporting responsibilities require regular consolidation and synthesis of information received from UNHCR's offices in the Caribbean and drafting and editing of both internal and external situation reports, briefing notes, fact sheets, talking points, presentations and other documents as required. As such, the position requires the incumbent to keep abreast of developments in the region, including UNHCR's

activities and the operational context, and have a solid understanding of international protection issues in order to effectively undertake reporting and external relations functions.

Functional Statement:

Responsibilities:

- Plan and participate in initiatives to build the capacity of authorities, relevant institutions and partners on matters of international protection by providing technical, logistical and substantive support;
- Contribute to the drafting of concept notes, agendas and other reference documents for regional events, workshops and other capacity building initiatives;
- Coordinate communications with participants before and after the event and contribute to impact evaluations, assessments, and follow up;
- Track and measure the impact of UNHCR's investments on regional trainings
- Contribute to proactive information-sharing with partners in the region;
- Liaise closely with field offices in order to gather and collate accurate information about UNHCR's activities and operational developments;
- Prepare, contribute and edit situation reports, fact sheets, briefing notes and other documents as required;
- Prepare information as required for missions and visitors;
- Draft correspondence to government counterparts and other partners;
- Prepare and distribute minutes of relevant meetings and events;
- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Other tasks as needed by the supervisor.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Completion of secondary school. Certificate/training in International Law, Political Science or related field is required.
- Job experience relevant to the function: min 3 years with secondary school/ min of 2 years with BA or higher.
- Fluency in English. Fluency in Spanish an asset.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Good computer skills (MS Word and PowerPoint essential).
- Experience with UNHCR / other UN Agency in external relations, reporting, or protection is an asset
- Thorough knowledge of UNHCR's mandate, operational activities and strategic priorities
- Excellent communication, writing and editing skills in English. Fluency in Spanish is an asset.
- Strong interpersonal skills
- Ability to work under pressure and travel within the region as required

Functional Skills

IT-Computer Literacy

CL-Protection & Solutions Awareness

PR-Protection-related guidelines, standards and indicators

PR-Refugee Protection Principles and Framework

Language Requirements

Fluency in English required.

Core Competencies:

Accountability

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

Managerial Competencies:
Empowering and Building Trust
Managing Resources

Cross-Functional Competencies:
Analytical Thinking
Planning and Organizing
Stakeholder Management

Eligibility: This Vacancy is opened to both internal and external candidates.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country and who has been selected by the Appointments Committee for a UNHCR position (former UNHCR General Service staff members having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year and if the seniority requirements are met, for a period of two years following separation) will also be considered internal applicants). Hence, UNHCR staff hired on temporary basis; affiliate workforce (such as UNOPS, interns and consultants); and all other non-UNHCR applicants are considered external candidates. Interested internal staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012).

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 by email to: usawaadm@unhcr.org “**Caribbean Associate TA Washington**” in the subject line of the email by the above-mentioned closing date. In the application candidate should include: 1) UNHCR Personnel History Form available: www.unhcr.org/recruit/unhcr-phf.docm for extra space, Supplementary Sheet available: 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.