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United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

VACANCY NOTICE Protection Assistant (CB) 2016/HRT/036 INTERNAL/EXTERNAL

UNHCR Greece invites applications from qualified candidates for the following position:

Position title	Protection Assistant (Community-Based) - 2 positions
Contract type	Temporary appointment
Category and Grade	General Service, G-4
Duty station	Lesvos
Duration	Until 31 December 2016 with a possibility for extension
Starting date	Immediately upon recruitment
Closing date	5 October 2016

OPERATIONAL CONTEXT

In response to the exponential turn in the refugee and migrant crisis impacting Europe since the beginning of 2015, UNHCR Office in Greece mobilized efforts to assist the Government in identifying the needs and protection concerns of the refugees. UNHCR coordinates and promotes the implementation of its mandate within the framework of the Refugee Coordination Model with the government, civil society (IPs and Ops) and other relevant international and national stakeholders to provide protection and assistance to the thousands of women, men, boys and girls who found themselves in Greece.

FUNCTIONAL STATEMENT

The Protection Assistant (Community-Based) is a member of the Protection Unit in a Country Operation and may report to the Protection Officer, Protection Officer (Community-Based), or another more senior staff member in the Protection Unit. Under the overall direction of the Protection Unit, and in coordination with other UNHCR staff, government, NGO partners and other stakeholders, the Protection Assistant (Community-Based) works directly with communities of concern to identify the risks they face and to leverage their capacities to protect themselves, their families and communities. To fulfil this role the Protection Assistant (Community-Based) is required to spend a substantial percentage of her/his time working outside the office, building and maintaining networks within communities of persons of concern. The development and maintenance of constructive relationships with persons of concern that measurably impact and enhance protection planning, programming and results forms the core of the work of the Protection Assistant (Community-Based).

Accountability

- Effective support is provided to promote AGD sensitive analysis of community risks and capacities as the essential basis for all of UNHCR's work.
- AGD sensitive analysis of community risks and capacities provides the essential basis for all of UNHCR's work.
- The participation of persons of concern is assured through continuous assessment and evaluation using participatory, rights and community based approaches, which inform protection and assistance programming and ensure that UNHCR meets its commitments to accountability to persons of concern.

Responsibility

- Through relationships with persons of concern 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 the protection team.
- Understand the perspectives, capacities, needs and resources of the persons of concern and advice the protection team accordingly, highlighting the specific protection needs of



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- women and men, children, youth and older persons, persons with disabilities, marginalized groups.
- Support implementing and operational partners as well as displaced and local communities to develop community-owned activities to address, where applicable, the social, educational, psycho-social, cultural, health, organisational and livelihood concerns as well as child protection and prevention and response to SGBV.
 - Assist in working with host communities to involve national civil society groups in improving the protection of persons of concern. Assist in the analysis that identifies the capacities of communities of concern and risks they face.
 - Support participatory assessments and ongoing consultation with persons of concern.
 - Support communities in establishing representation and coordination structures.
 - Ensure community understanding of UNHCR's commitment to deliver on accountability and quality assurance in its response.
 - Collect data for monitoring of programmes and budgets from an AGD perspective.
 - Draft and type routine correspondence, documents and reports using word processing equipment and maintain up-to-date filing systems.
 - Act as interpreter in exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
 - Perform other relevant duties as required.

Authority

- Assist in the enforcement of participatory AGD sensitive analysis as an essential basis for all of UNHCR's work.
- Identify which individuals or groups to prioritize for counselling and field visits based on agreed criteria.
- Enforce compliance of implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Completion of the Secondary education; Training in International Development, Cultural Studies, Human Rights, International Social Work, Social Science, Political Science, Anthropology, International Law or other clearly related disciplines .
- Minimum of 3 years previous relevant job experience.
- Computer skills (MS Office, including Excel, Word, PowerPoint, Access)
- Fluency in English and working knowledge of local language.

REQUIRED COMPETENCIES

- Analytical thinking
- Planning and organizing
- Political awareness

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Fluency in Arabic and Farsi is highly desirable.
- Knowledge of Administrative/financial rules, procedures, processes in the context of UNHCR offices and Field operations.
- UNHCR learning programmes (PLP).
- Knowledge of MSRP.



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SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) (which can be downloaded from www.unhcr.org/recruit/p11new.doc) and motivation letter by e-mail with the vacancy title **Protection Assistant (CB) 2016/HRT/036** in the subject line to: greatvac@unhcr.org no later than 5 October 2016. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Protection Assistant (CB) 2016/HRT/036 in the subject line will not be considered.**

No acknowledgement of the receipt of the application will be provided.

Shortlisted candidates might be required to sit for a written test and will have to undergo an oral interview. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is an equal opportunity employer and does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

Deadline for submission of application: 5 October 2016.