

Vacancy Notice
Internal/External

Position Title: Community-Based Protection Assistant
Position Grade: LICA4
Vacancy Number: SC-21-11
Duty Station: Tehran
Type of Contract: UNOPS Individual Contractor Agreement

Interested applicants should directly send their Personal History Forms to email address: irntevac@unhcr.org .

For more information, visit:

UNHCR website: <https://www.unhcr.org/ir/unhcr-iran/>

UN website: <https://iran.un.org/en/jobs>

Closing date: 04 August 2021

Please make sure you will mention the Vacancy Number (SC-21-11) in the subject line of your email.

Short-listed candidates may be invited for Written Exam.

Applicants who do not submit the Personal History Form; or do not mention the vacancy number at subject line of their emails; or those who apply after the deadline will not be included in the list of applicants.

Position Requirements:

1- ORGANIZATIONAL CONTEXT

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. The incumbent supports the application of community-based protection standards, operational procedures and practices in community-based protection delivery at the field level. 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). The incumbent also supports the designing of a community-based protection strategy by ensuring that it is based on consultation with persons of concern.

2- FUNCTIONAL STATEMENT

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 advise the protection team accordingly, highlighting the specific protection needs of 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.

3- REQUIRED COMPETENCIES

- Analytical thinking
- Client & Result Orientation
- Planning and organizing
- Teamwork and collaboration
- Political Awareness

4- ESSENTIAL MINIMUM QUALIFICATIONS AND 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 another relevant UN language or local language.

5- DESIRABLE QUALIFICATIONS & COMPETENCIES.

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