

Vacancy Notice
Internal/External

Position Title: Protection Assistant
Position Grade: LICA 4
Vacancy Number: SC-21-01
Duty Station: Sub-office Shiraz
Type of Contract: Service Contract under UNOPS

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

For more information, visit:

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

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

Closing date: 03 February 2021

Please make sure you will mention the Vacancy Number (SC-21-01) 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 Setting and Work Relationships

The Protection Assistant normally reports to a more senior Protection colleague. The incumbent provides functional and administrative support to the protection unit on protection related liaison, correspondence, monitoring, case management and reporting activities.

The Protection Assistant also supports the protection unit in designing a comprehensive protection strategy and in providing quality, timely and effective protection responses to persons of concern (PoC). S/he may liaise externally with local authorities and partners on correspondence and/or protection issues as guided by the supervisor.

The Protection Assistant also facilitates the involvement of PoC 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.

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.

2. Duties

- Conduct Protection and Cash-Based Intervention interviews/assessments with the PoC
- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Observe and respect protection related Standard Operating Procedures (SOPs).
- Provide functional and administrative support in all protection related AGD based programming with implementing and operational partners.
- Provide functional and administrative support in implementing participatory approaches, needs assessments, monitoring, reporting and case management.
- Support assessments on durable solutions through voluntary repatriation, local integration and where appropriate, resettlement.
- Facilitate liaison with competent authorities for protection-related issues.
- Assist in drafting reports, routine correspondence, updating relevant databases and compiling statistics within the Area of Responsibility (AoR).
- Liaise and coordinate with the UNHCR Hired Lawyers (UHLs) as guided by the supervisor.
- Provide support to the protection unit in design and implementation of community-based activities
- Participate in the monitoring visits to the projects as per need
- Enforce integrity in the delivery of protection services by local implementing partners.
- Perform other related duties as required.

3. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G4 - 1 year relevant experience with High School Diploma; or Bachelor or equivalent or higher

Field(s) of Education

- *Political Science,*
 - *Social Science,*
 - *Law,*
 - *International Relations,*
- or other relevant field.*

Certificates and/or Licenses

Protection

Relevant Job Experience

Essential

Not specified.

Desirable

Previous working experience with refugees, asylum-seekers or migrants in an NGO or International Organization.

Functional Skills

IT-Computer Literacy

CL-Protection & Solutions Awareness

PR-Protection-related guidelines, standards, and indicators

PR-Refugee Protection Principles and Framework

(Functional Skills marked with an asterisk* are essential)

Language Requirements

*For General Service jobs: **Knowledge of English***

4. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

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