

# Job Description Form

Classification Date: July 2021

1. Job Type

## 2. Job Information

Title

Functional Group - Level 1  Grade

Functional Group - Level 2  Job Code

Functional Group - Level 3  CCOG Code

Functional Clearance Required

### FOR EXPERT POSITIONS ONLY

Position Number  Location

Supervisor Position Number  Supervisor Grade

Supervisor's Title

## 3. Organizational Setting and Work Relationships

The Associate Community-Based Protection Officer is a member of the Protection Team in a Regional Bureau or a Country Office and normally reports to the Senior Community-Based Protection Officer, the Senior Protection Officer, Head of Sub-Office or the Assistant Representative for protection.

For a regional position, the incumbent may have direct supervisory responsibility for Protection and Community-Based Protection staff in the regional office, and a technical support role for Community-Based Protection staff in the region. For a country level position the incumbent may have direct supervisory responsibility for Community-based Protection staff and other protection staff in the operation.

S/he supports the implementation of protection standards and provides advice on community-based protection to senior management and Country Operation(s) in close collaboration with the Division of International Protection (DIP).

The incumbent is relied upon by senior management to support a coordinated approach in the implementation of UNHCR's rights-based and community-based engagement with all persons of concern (PoC) and contributes to the achievement of UNHCR's commitments to accountability to affected people.

S/he maintains close working relationships and supports Protection and Community-Based Protection staff in the field, who act as the critical interface between UNHCR and communities of concern, enabling them to provide the AGD-sensitive analysis of community risks and capacities that form the essential foundations of national and regional programmes. The incumbent maintains close working relations with sister UN entities, governmental entities, non-governmental organisations and academic institutions that can contribute to enhancing protection and achieving solutions through people centred, community-based and gender responsive approaches.

The incumbent provides guidance to country operations to strengthen their coordination and advocacy on community-based approaches to protection with governments, partners and other key stakeholders.

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.

## 4. Duties

- Be fully informed about community structures and the protection and security situation of the population of concern and develop strong links with a cross-section of members of refugee/IDP/stateless communities, using an AGD approach.
- Through relationships with PoC 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 senior management.
- Ensure that the perspectives, capacities, needs and resources of the PoC are reflected in the protection strategy, planning processes and operations plan addressing the specific protection needs of women and men, children, youth and older persons, persons with disabilities, minority groups such as sexual minorities and persons living with HIV/AIDS.
- Ensure through direct action and advocacy with more senior protection staff that the necessary resources are allocated to enable community work to identify and address protection and assistance gaps.
- Support a consultative process with government counterparts at local levels, partners and PoC to develop and implement integrated strategies that address the key protection priorities, including, for example, child protection, education and GBV, and solutions approaches.
- Provide technical guidance and support to UNHCR and partners and implement and oversee Standard Operating Procedures (SOPs) on all community-based protection related issues.
- Support the design, implementation and evaluation of protection centred and solutions oriented programming with implementing and operational partners guaranteeing that community-owned activities are integrated.
- Support communities in establishing representation and coordination structures
- Promote confidence building and conflict resolution among PoC, authorities and host communities.
- Maintain protection presence through regular field missions and reports, making direct contact with PoC, host communities, local authorities and partners. In operations applying the humanitarian cluster system, contribute to the development of an AGD-compliant strategy on which the response of the Protection Cluster is grounded in and covers all assessed and prioritized protection needs of the affected populations.
- Support the Operation's work to fully integrate the protection strategy into the Country Operations Plan, the UN Development and Assistance Framework (UNDAF), the Humanitarian Country Team's common humanitarian action plan where applicable.
- Contribute to the Protection team's information management component which: provides disaggregated data on PoC and their problems; researches, collects and disseminates relevant protection information and good practices to enhance protection delivery and provide technical advice if necessary.
- Support the inclusion of participatory, community-based protection and AGD approaches in strategies and plans within the Area of Responsibility (AoR).
- Support community understanding of UNHCR's commitment to deliver on accountability and quality assurance in its response.
- Support PoC to develop structures that enhance their participation and protection.
- Contribute to the design of the community-based protection strategy, project submissions and budgets for endorsement by the supervisor.
- Intervene with authorities on community-based protection issues.
- Negotiate with local counterparts, partners and PoC.
- Perform other related duties as required.

## 5. Minimum Qualifications

### Education & Professional Work Experience

#### Years of Experience / Degree Level

*For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree*

#### Field(s) of Education

*International Development,  
International Social Work,*

*Cultural Studies,  
Social Science,*

*Human Rights,  
Political Science,*

(Field(s) of Education marked with an asterisk\* are essential)

### **Certificates and/or Licenses**

*Not specified.*

(Certificates and Licenses marked with an asterisk\* are essential)

### **Relevant Job Experience**

#### ***Essential***

Relevant professional experience, including in the areas of community based protection, community services, social work, and human rights.

#### ***Desirable***

Proven communication skills, both oral and written. Demonstrated knowledge of community communication and engagement approaches. Understanding of and demonstrated competencies in forced displacement and protection, particularly GBV prevention and response, child protection, education, gender equality, and the application of the Age, Gender and Diversity Policy.

### **Functional Skills**

*PR-Age, Gender and Diversity (AGD)*  
*PR-Community Services-Communication/Development/Organization*  
*PR-Community Services-Social Work/Counselling*  
*PR-Community-based Protection*  
*IT-Computer Literacy*  
*DM-Database Management*  
*MS-Drafting, Documentation, Data Presentation*  
*PR-Gender Equality*  
*PR-Child Protection/Convention on the Rights of the Child*  
*PR-Refugee Education programmes*  
*PR-Gender Based Violence (GBV) prevention programming*  
*PR-Gender Based Violence (GBV) response programming*  
*PR-Experience in Forced Displacement situations*  
*EX-Field experience with UNHCR and/or with other humanitarian organizations*

(Functional Skills marked with an asterisk\* are essential)

### **Language Requirements**

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***  
*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***  
*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

## **6. 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***Empowering and Building Trust**Judgement and Decision Making***Cross-Functional Competencies***Stakeholder Management**Planning and Organizing**Political Awareness*

---

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

---

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.