

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 GBV Officer supports the operations' efforts to fulfil UNHCR's mandate and associated obligations on GBV prevention, risk mitigation and response based on policy and guidance.

The Associate GBV Officer normally reports to a higher-grade GBV or protection staff or the Head of Office who defines overall work objectives and provides regular advice and guidance. S/he will coordinate quality, timely and effective protection responses to the needs of populations of concern and identify opportunities to mainstream GBV in all sectors. S/he contributes to designing a comprehensive GBV strategy and liaises externally with authorities and partners on GBV standards and policy as guided by the supervisor. S/he will focus on strengthening GBV case management supervision as well as safe and ethical data collection and further analysis of GBV trends. The incumbent will also ensure quality prevention and risk mitigation interventions.

S/he collaborates closely with the UNHCR management and the Protection team in the country and strengthens working relations with other agencies involved in GBV prevention, risk mitigation and response. S/he promotes alignment with GBV minimum standards and respect of GBV Guiding Principles.

The Associate GBV Officer also ensures that persons of concern, women and girls, are involved with the Office 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.

4. Duties

Implementation of UNHCR's Global Policies and Standards

- Contribute to the effective and timely development, implementation and monitoring of a clear and coherent multi-year and multi-sectoral GBV strategy as part of the operation's broader Protection and Solutions Strategy, coordinate timely reporting on progress including the documentation of promising practices.

- Participate in the promotion of compliance with UNHCR's GBV policy, priorities and commitments (aligned with policies on age, gender, diversity (AGD) and accountability to affected populations (AAP), child protection, gender equality, disability and youth empowerment.
- Assist UNHCR management at country level to strengthen alignment with the survivor-centred approach and GBV guiding principles within the implementation of PSEA policies.

Planning / Programming

- Support the development and implementation of programming for specialized GBV prevention and response based on needs, risks and capacity assessments at the onset of an emergency and throughout all phases of displacement.
- Participate in conducting, consolidating and reporting on GBV assessments including gender equality components at least once per year, linked to annual planning processes and participatory assessments and sharing strategic trends analyses.
- Contribute to planning processes and advocate for adequate resource (re)allocation and mobilization.
- Support cross-cutting programs and technical sectors to mainstream gender and to program for mitigation of GBV risks in their specific technical areas, and report on progress.

Capacity Development, Technical Support and Coordination

- Provide technical guidance and support field colleagues to operationalise and comply with UNHCR's GBV policy, priorities and commitments (aligned with policies on AGD and AAP, child protection, disability, youth empowerment and gender equality).
- Provide coaching and trainings on GBV as well as technical support on gender and GBV mainstreaming
- Under the guidance of the Senior Protection Officer, support and facilitate the establishment of and ensure the functioning of GBV coordination mechanisms with all relevant stakeholders.
- Facilitate and strengthen the development and implementation of GBV Standard Operating Procedures for all sites that enable all survivors to access, at a minimum, appropriate health, psychosocial, security and safety, and legal support.
- Support and build capacity and systems for individual GBV case management for survivors and persons at-risk of GBV.
- Ensure safe and ethical GBV data collection and reporting is functioning and regular reporting is done on GBV, including through PRIMES and protection monitoring processes. Promote the use of the GBV module of PRIMES or another GBV information management system that provides for safe and ethical data collection and analysis. Where applicable, support reporting under the Monitoring, Analysis, and Reporting Arrangements on conflict-related sexual violence (MARA).

Partnerships

- Strengthen UNHCR's collaboration with host governments to develop national services in order to expand safe access for Persons of concern to services that prevent, mitigate, and respond to GBV.
- Support the capacity development of staff, partners and other stakeholders to address GBV and to promote gender equality and the empowerment of displaced women and girls.
- Strengthen partnerships including with UN agencies, governments, civil society and with displaced and host communities, to prevent, mitigate, and respond to GBV, to promote gender equality and to ensure age and gender-informed protection and solution programs.
- Support the application of community-based approaches in GBV programming and communities considered as key stakeholders.
- 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

*Human rights,
Law;
or other relevant field.*

*Social Anthropology,
International Development,*

*Social work,
Social Sciences,*

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

Certificates and/or Licenses

HCR Protection Learning Prg

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

Relevant Job Experience

Essential

3 years of previous work experience relevant to the function of GBV in an international context, of which two years in the field and having experience in the field of GBV prevention, mitigation and response, broader protection or social work involving empowerment of women and girls, gender, child protection, mental health, counselling and working with survivors, humanitarian and development issues. Applied experience in survivor-centred approach, GBV guiding and case management principles related to GBV programs. Demonstrated knowledge in gender equality and the empowerment of women and girls and apply, promote and integrate gender analysis into humanitarian programming. Demonstrated knowledge of and implementation of multi-sectorial responses to GBV and support to other sectors to mainstream GBV prevention, risk mitigation and response. Demonstrated knowledge and application of GBV prevention theory and appropriate GBV prevention and behaviour change strategies at different stages of the humanitarian response. Knowledge and demonstrated use of UNHCR and Interagency GBV tools and Guidance.

Desirable

Demonstrated understanding of critical issues around GBV data and knowledge of safe and ethical data collection and analysis and conducting assessments. Demonstrated knowledge of engagement with GBV Interagency humanitarian architecture. Knowledge and experience of participatory approaches to engaging with and mobilizing communities Good understanding of displacement and protection issues including, child protection, education and the application of the Age, Gender and Diversity Policy.

Functional Skills

IT-Computer Literacy

PR-Gender Based Violence (GBV) Coordination

PR-Gender Based Violence (GBV) prevention programming

PR-Gender Based Violence (GBV) risk mitigation

PR-Gender Based Violence (GBV) response programming

PR-Gender Based Violence (GBV) Capacity development and training

PR-Refugee Women issues

PR-Interviewing and counselling refugees/asylum seekers and in individual case management

PR-Age, Gender and Diversity (AGD)

TR-Training/Coaching/Facilitation

(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**Managing Performance***Cross-Functional Competencies***Analytical Thinking**Political Awareness**Stakeholder Management*

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.