

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 Protection Officer reports to the Protection Officer or the Senior Protection Officer. Depending on the size and structure of the Office, the incumbent may have supervisory responsibility for protection staff including community-based protection registration, resettlement and education. S/he provides functional protection guidance to information management and programme staff on all protection/legal matters and accountabilities. These include: statelessness (in line with the campaign to End Statelessness by 2024), Global Compact on Refugees (GCR) commitments, age, gender, diversity (AGD) and accountability to affected populations (AAP) through community-based protection, Child protection, Gender-Based Violence (GBV) prevention and response, gender equality, disability inclusion, youth empowerment, psycho-social support and PSEA, registration, asylum/refugee status determination, resettlement, local integration, voluntary repatriation, human rights standards integration, national legislation, judicial engagement, predictable and decisive engagement in situations of internal displacement and engagement in wider mixed movement and climate change/disaster-related displacement responses. S/he supervises protection standards, operational procedures and practices in protection delivery in line with international standards.

The Associate Protection Officer is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern, ensuring that operational responses in all sectors mainstream protection methodologies and integrate protection safeguards. The incumbent contributes to the design of a comprehensive protection strategy and represents the organization externally on protection doctrine and policy as guided by the supervisor. S/he also ensures that persons of concern are meaningfully engaged in the decisions that affect them and support programme design and adaptations that are influenced by the concerns, priorities and capacities of persons of concern. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, authorities, protection and assistance partners as well as a broader network of stakeholders who can contribute to enhancing protection.

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

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Promote International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Foster their consistent and coherent interpretation and application through mainstreaming in all sectors and /or in clusters in applicable operations.
- Assist in providing comments on existing and draft legislation related to persons of concern.
- Provide legal advice and guidance on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Conduct eligibility and status determination for persons of concern in compliance with UNHCR procedural standards and international protection principles.
- Promote and contribute to measures to identify, prevent and reduce statelessness.
- Contribute to a country-level child protection plan as part of the protection strategy to ensure programmes use a child protection systems approach.
- Contribute to a country-level education plan.
- Implement and oversee Standard Operating Procedures (SOPs) for all protection/solutions activities which integrate AGD sensitive procedures.
- Oversee and manage individual protection cases, including those on GBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents through working relations with governments and other partners.
- Recommend durable solutions for the largest possible number of persons of concern through voluntary repatriation, local integration and where appropriate, resettlement.
- Assess resettlement needs and apply priorities for the resettlement of individuals and groups of refugees and other persons of concern.
- Participate in the organisation and implementation of participatory assessments and methodologies throughout the operations management cycle and promote AGD sensitive programming with implementing and operational partners.
- Contribute to and facilitate a programme of results-based advocacy through a consultative process with sectorial and/or cluster partners.
- Facilitate effective information management through the provision of disaggregated data on populations of concern and their problems.
- Promote and integrate community-based approaches to protection and contribute to capacity-building initiatives for communities and individuals to assert their rights.
- Support activities in the area of risk management related to Sexual Exploitation and Abuse, fraud, case-processing, data protection, and human rights due diligence at country level.
- Participate in initiatives to capacitate national authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Intervene with authorities on protection issues.
- Negotiate locally on behalf of UNHCR.
- Decide priorities for reception, interviewing and counselling for groups or individuals.
- Enforce compliance of staff and implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Enforce compliance with, and integrity of, all protection standard operating procedures.
- 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

Law, International Law, Political Sciences or other relevant field

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

Certificates and/or Licenses

Protection Learning Programme;

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

Relevant Job Experience

Essential

Professional experience in the area of refugee protection, internal displacement, human rights or international humanitarian law. Good knowledge of International Refugee and Human Rights Law and ability to apply the relevant legal principles.

Desirable

Field experience, including in working directly with communities. Good IT skills including database management skills.

Functional Skills

**PR-Protection-related guidelines, standards and indicators*

**LE-International Refugee Law*

**PR-Age, Gender and Diversity (AGD)*

PR-Gender Based Violence (GBV) Coordination

MG-Projects management

PR-PR-Human Rights Doctrine/Standards

PR-International Humanitarian Law

PR-Protection and mixed-movements

PR-Internally Displaced Persons (IDP) Operations & IDPs Status/Rights/Obligation

PR-Climate change and disaster related displacement

PR-Community-based Protection

MS-Drafting, Documentation, Data Presentation

(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:

Judgement and Decision Making
Empowering and Building Trust

Cross-Functional Competencies:

Analytical Thinking
Negotiation and Conflict Resolution
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.