

**United Nations High Commissioner for Refugees (UNHCR)
Branch Office Damascus, Syria**

Vacancy Announcement No. UNHCR/VN/ 2018/22

Internal/External Circulation

Position Title: Senior Protection Assistant (Community-Based)	Position Level: GL5	Date Issued: 12-Feb-2018
Position No.: 10011984	Report To: Protection Officer(Child)	Closing Date: 26-Feb-2018
Section: Protection.	Duty Stations: Damascus	Contractual Status: Fixed-Term Appointment

Availability of the Post : Immediately

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.

Duties and Responsibilities:

- Assist functional units, the Multi-Functional Team (MFT) and senior management to integrate participatory and community-based approaches in the overall protection delivery strategy.
- 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 advice the protection team accordingly, highlighting the specific protection needs of women and men, children, youth and older persons, persons with disabilities, marginalized groups.
- Assist in initiatives with host communities to involve national civil society groups in the protection of persons of concern.
- 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 the analysis that identifies the capacities of communities of concern and risks they face.
- Support participatory assessments by multifunctional teams and ongoing consultation with persons of concern.
- Support efforts to build the office capacity for community-based protection.
- 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.

- Initiate AGD sensitive interventions at the appropriate level on community-based protection issues and to respond to protection concerns and incidents within the office and with persons and communities of concern based on agreed parameters.
- 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.

Qualification Required

Education and Skills:

- Education: 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.

Experience:

- Job Experience: Minimum of 4 years previous relevant job experience.
- Computer skills (MS Office, including Excel, Word, PowerPoint, Access).

Languages:

- Fluency in English and working knowledge of another relevant UN language or local language.

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.

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2018/22, Snr Prot Assistant (CB), Damascus.**

All applications must be submitted by e-mail to: SYRDAHUMANRES@unhcr.org indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link:

<http://www.unhcr.org/recruit/pl1new.doc>

Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.

Distribution:

- All UNHCR staff members in Syria
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