

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

**Vacancy Announcement No. UNHCR/VN/ 2017/70  
Internal/External Circulation**

<b>Position Title:</b> Assistant Field Officer (Protection)	<b>Position Level:</b> NOA	<b>Date Issued:</b> 13/11/2017
<b>Position No.:</b> 10026470	<b>Report To:</b> Protection Officer	<b>Closing Date:</b> 27/11/2017
<b>Section/ Unit:</b> Field Office	<b>Duty Stations:</b> Damascus	<b>Contractual Status:</b> Fixed-Term Appointment

**Availability of the Post:** Immediately

**Accountability**

- The protection needs of populations of concern are met through the application of International and National Law, relevant UN/UNHCR protection standards and IASC principles.
- The Participation of persons of concern is assured through continuous assessment and evaluation using participatory, rights and community based approaches.
- Protection incidents and gaps in assistance are immediately identified and addressed.

**Duties and Responsibilities:**

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment and provide advice to senior management.
- Support UNHCR's consultative process with local government counterparts, partners and persons of concern for effective needs assessment and planning.
- Facilitate UNHCR's responses in addressing Sexual and Gender Based Violence (SGBV) priorities and other 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.
- Monitor the integrity of UNHCR operations management standards and procedures in the AOR and facilitate the respect of deadlines.
- Maintain protection presence through regular field missions and reports, making direct contact with persons of concern, host communities, local authorities and partners.
- Monitor and report on the protection, security and safety situation of persons of concern.
- Facilitate and monitor programmes on an AGD basis to address identified protection needs.
- Support communities in establishing representation and coordination structures. Promote confidence building and conflict resolution among populations of concern, authorities and host communities.
- Provide advice and guidance on protection issues to internal and external interlocutors; ensure legal assistance is accessible to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documents and services to persons of concern.
- Contribute in developing and implementing an education plan for the AOR as part of the protection strategy.
- Intervene in cases of refoulement, expulsion, arbitrary deprivation of nationality, and other protection incidents through close working relations with governments and other partners.
- Assess resettlement needs and apply priorities for the resettlement of individuals and groups of refugees and other persons of concern.
- Support the effective systematization and management of data to enhance monitoring, response and evaluation mechanisms.

**Authority**

- Endorse field protection documents for submission to senior management.
- Intervene with authorities on protection issues.
- Enforce compliance with, and integrity of, standard operating procedures.
- Negotiate with local counterparts, partners and populations of concern.

**Qualification Required**

**Education and Skills:**

- Education: University degree in International Law, Political Science, or related fields.

**Experience:**

- Previous Job Experience relevant to the function: 2 years.

**Languages:**

- Fluency in English and Arabic.

**DESIRABLE QUALIFICATIONS & COMPETENCIES:**

- Computer skills.

**For Syrian or Syrian Palestinian only**

Please apply in writing (Personal History Form, CV and application/motivation letter), indicating vacancy announcement number, position title and preferred location to:

**Attention Vacancy No: UNHCR/VN/2017/70, Assistant Field Officer (Protection), Damascus**

**Applications:** must be submitted by e-mail to the address indicated below:

Human Resources <[SYRDAHUMANRES@unhcr.org](mailto:SYRDAHUMANRES@unhcr.org)> No hard copies (paper applications) will be accepted.

Applications must be submitted with reference to the Title, vacancy announcement number and Position number to be mentioned clearly in the subject of application's e-mails.

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

Personal History Form is attached or can be downloaded from:

[http://www.unhcr.org/sy/wp-content/uploads/sites/3/2017/10/UNHCR\\_Personal\\_History\\_Form\\_October-2017.docm](http://www.unhcr.org/sy/wp-content/uploads/sites/3/2017/10/UNHCR_Personal_History_Form_October-2017.docm)

**Personal History Form is mandatory and should be SIGNED by applicant.**

**Distribution:**

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