

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

**Vacancy Announcement No. UNHCR/VN/ 2019/29
Internal/External Circulation**

Position Title: Assistant Protection Officer	Position Level: NOA	Date Issued: 09/04/2019
Position No.: 10021933	Report To: Senior Protection Officer	Closing Date: 23/04/2019
Section/ Unit: Sub-Office Homs	Duty Stations: Homs	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

Accountability

- The protection of populations of concern is met through the application of International and National Law, relevant UN/UNHCR protection standards and IASC principles.
- Protection activities are guided by the protection strategy and respect the policy of UNHCR on age, gender and diversity (AGD).
- The participation of persons of concern is assured through continuous assessment and evaluation using participatory, rights and community based approaches.
- Protection incidents 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.
- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- 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.
- Contribute to a country-level education plan as part of the protection strategy.
- Provide inputs for the development of global / regional international protection policies and standards.
- Implement and monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Manage individual protection cases including those on SGBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents.
- Assess needs for Promote and find 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.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
- Contribute to and facilitate a programme of results-based advocacy with sectorial and/or cluster partners.
- Contribute to and facilitate effective information management through the provision of disaggregated data on populations of concern and their problems.
- Contribute to capacity-building initiatives for communities and individuals to assert their rights.

- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.

Authority

- Intervene with authorities on protection issues.
- 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.
- Recommend and prepare payments to individual cases.

Qualification Required

Education and Skills:

- Education: Undergraduate degree (equivalent of a BA/BS) in Law, International Law, political Sciences or related field.

Experience:

- Minimum 1 year of previous work experience relevant to the function. Graduate degree (equivalent of a Master's) or Doctorate degree (equivalent of a PhD) may also be accepted.

Languages:

- Fluency in English and Arabic.

Desirable Qualifications & Competencies:

- Diverse field experience desirable.
- Good IT skills including database management skills.
- Completion of the Protection Learning Programme, RSD- Resettlement Learning Programme.
- Knowledge of additional UN languages.

For Syrian or Syrian Palestinian only

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/2019/29, Assistant Protection Officer, Homs**

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.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/p11new.doc>

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

Distribution:

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