

Vacancy Announcement

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| Title | - Protection Assistant |
| Duty Station | - Colombo |
| Grade | - UN Salary Scale GL- |
| Type of Contract | - Service contract under UNOPS and working for UNHCR |
| Effective Date | - 15 March 2017 |

Organizational Context:

The Protection Assistant monitors protection standards, operational procedures and practices in protection delivery in line with international standards and is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern.

The Protection Assistant will also need to build and maintain effective interfaces with communities of concern, local authorities and protection and assistance partners.

General

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Observe and respect protection related Standard Operating Procedures (SOPs).

Responsibilities

- Support registration, counselling and provision of information to persons of concern to the office
- Open and maintain files and overlook the management of case files.
- Regularly update relevant databases
- Handle translation of documents and payments to interpreters and prepare interview schedules.
- Provide all necessary support to the voluntary repatriation programme by assisting in the reception of returning refugees at the airport
- Perform other duties as required.

Qualification Requirements:

Education and Skills:

- Completion of Secondary education. Additional certificate/training in International Law, Political science or related field is required

Desirable Qualifications and Competencies:

- To be proficient in Tamil Language
- Good Communication Skills
- Good Computer skills

- Completion of Protection Learning Programme

Experience:

Six years previous job experience relevant to the function

Languages:

- Excellent knowledge of English (oral and written) and local language/s.

Competencies (Cross-Functional and Managerial):

- Analytical thinking
- Political Awareness
- Stakeholder Management
- Judgement and Decision Making

Applications with an updated P11 (Personal History - available from any UN agency) should be submitted in a confidential sealed envelope marked "**Application for the Post of Protection Assistant (UNHCR/UNOPS)- RO Colombo**", addressed to Administrative/Finance Officer, UNHCR, No: 97 Rosmead Place, Colombo - 7, so as to reach UNHCR not later than 06 February 2017 at 1630 hrs. (Only short-listed applicants will be contacted).