



UNHCR REPRESENTATION IN SRI LANKA INTERNAL/EXTERNAL VACANCY NOTICE

Title	- Senior Protection Assistant
Duty Station	- Colombo
Grade	- UN Salary Scale – G5
Position No	- 10027645
Type of Contract	- Fixed-Term (<i>Initial contract for one year</i>)
Effective Date	- 1 January 2018

ORGANIZATIONAL CONTEXT;

The Senior Protection Assistant is a member of the Protection team at UNHCR Colombo and will report to the Associate Protection Officer while working closely with other members of the team, such as registration, RSD and resettlement colleagues. The Senior Protection Assistant will cover the functions of registration of asylum-seekers and refugees including general counselling, BIMs registration, proGres and BIMS maintenance, data management, liaising with field colleagues on data collection and consolidation and preparation of UNHCR's monthly and annual reporting deliverables. The Senior Protection Assistant will also support the Protection team in other activities such as AGDM participatory assessments, protection counselling and reception of individual cases as well as providing support as required to support community services.

In accordance with the above she/he, under the direct supervision of the Associate Protection Officer, Colombo, will perform the following duties/responsibilities;

RESPONSIBILITIES;

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Provide counselling on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Support activities in protection related AGD based programming with implementing and operational partners.
- Conduct preliminary information gathering and interviews in support of eligibility, status determination, durable solutions and social needs assessment.
- Contribute to measures to identify, prevent and reduce statelessness.
- Registration, data management, data analyses and report generation for persons of concern.
- Monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Participate in individual protection case management including cases of SGBV and child protection. Monitor and report on cases of refoulement, expulsion and other protection incidents.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
- Assist in drafting reports, routine correspondence, updating relevant databases and compiling statistics for the protection unit / section.
- Contribute to initiatives to enhance national and local protection capacities.

AUTHORITY;

- Select persons of concern for preliminary interviews and decide which relevant information to share.
- Enforce integrity in the delivery of protection services by local implementing partners.

COMPETENCIES;

- Empowering and Building Trust
- Managing Resources
- Analytical Thinking
- Political Awareness
- Stakeholder Management

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED;

- Education: Completion of secondary school. Additional Training courses in protection related issues.
- Job experience: relevant to the function: 4 years.
- Fluency in English and working knowledge of local language/s.

DESIRABLE QUALIFICATIONS & COMPETENCIES;

- Good computer skills.
- Completed Protection Learning Programme
- Work experience in the area of registration, data management, BIMS, analyses and reporting would be regarded as an additional asset.

Interested candidates are invited to fill in the Personal History form which can be obtained from the link <http://unhcr.lk/vacancies/>. Completed Personal History forms are to be submitted by 20 November 2017 at 4.30 p.m. with a motivation letter to lkacohr@unhcr.org with a subject line “**Senior Protection Assistant, Colombo**”, addressed to the Administrative/Finance Officer, UNHCR, 97 Rosmead Place, Colombo – 7. *No late applications will be accepted.*

Only candidates short-listed for tests/interviews will be contacted.