



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR Representation Office in Sri Lanka

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அகதிகளுக்கான ஐக்கிய நாடுகள் உயர் ஸ்தானிகராலய பிரதிநிதித்துவ - இலங்கை அலுவலகம்

97, Rosmead Place
Colombo 7
Sri Lanka

97, රොස්මීඩ් පෙදෙස
කොළඹ 7
ශ්‍රී ලංකාව

97, ரொஸ்மிட் பிளேஸ்
கொழும்பு 7
இலங்கை

Tel. දුර. தொ.பே. : +94-11-2683968

Fax ලැයිස්තුව தொ.நகல். : +94-11-2683971

Email විද්‍යුත් තැපෑල மின்னஞ்சல் : lkaco@unhcr.org

Website වෙබ් අඩවිය இணையத்தளம் : www.unhcr.lk

13 September 2018

INTERNAL / EXTERNAL - VACANCY NOTICE

Title	- Senior Protection Assistant (Comm Based)
Duty Station	- Colombo
Grade / Position Number	- UN Salary Scale GL5 / 10029543
Type of Contract	- Fixed-Term (<i>Initial contract for one year</i>)
Effective Date	- 1 January 2019

Functional Statement: The incumbent will be working under the direct supervision of the Assistant Protection Officer, Colombo. The overall oversight and supervisory responsibility over the Protection Unit lies with the Head of National Office, Colombo.

Duties & 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 advise 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.
- 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.
- Perform other relevant duties as required.

Required Competencies;

- Analytical Thinking
- Planning and Organizing
- Political Awareness

Essential Minimum Qualifications and Professional Experience Required;

- Completion of 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.
- Job Experience: Minimum of 4 years previous relevant job experience.
- Computer skills (MS Office, including Excel, Word, PowerPoint, Access).
- Fluency in English and working knowledge of local language/s.
- Excellent writing skills in English

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.

Interested candidates are invited to fill in the Personal History form which can be obtained from www.unhcr.org/recruit/p11new.doc. Completed Personal History Forms are to be submitted on or before 27 September 2018 at 4.30 p.m. to lkacohr@unhcr.org with a subject line “**Senior Protection Assistant (Comm Based), UNHCR Colombo**” No late applications will be accepted.

Only candidates short-listed will be contacted.