

# Advertisement

Junior Professional Officer

**Associate Protection Officer**

UNHCR

Closing: 10 July 2014



## General information

<b>Title:</b>	Associate Protection Officer
<b>Sector of Assignment:</b>	Protection Unit
<b>Country:</b>	Democratic Republic of Congo (DRC)
<b>Location (City):</b>	Lubumbashi
<b>Agency:</b>	UNHCR
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

**Note :** this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **candidates from developing countries** . For the list of eligible of countries:

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries.pdf>

**IF YOUR COUNTRY IS NOT IN THE LIST YOU CAN NOT APPLY**

For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

## II Duties, responsibilities and Output Expectations

### 1. 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.
- The protection strategy incorporates a thorough age, gender and diversity (AGD) analysis and reflects the Organization's global, regional and country level priorities.
- 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.

### 2. RESPONSIBILITY

The incumbent is expected to:

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Promote International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Foster their consistent and coherent interpretation and application through mainstreaming in all sectors and /or in the protection cluster in Katanga operations.
- 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.
- Contribute to a country-level child protection and SGBV plan as part of the protection strategy to ensure programs use a child protection systems approach.
- Contribute to a country-level education plan.
- Implement and oversee Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Oversee and manage individual protection cases including those on SGBV and child protection. Monitor, and intervene in cases of protection incidents through working relations with governments and other partners.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
- Contribute to and facilitate a program of results-based advocacy through a consultative process with sectorial and/or cluster partners.
- Facilitate effective information management through the provision of disaggregated data on populations of concern and their problems.
- Assist with recommendation of plans, implementation and monitoring of operational projects in regard to registration activities to ensure that provision is made for adequate resources.
- Assist with coordination of registration activities between field office and sites where population of concern as based to ensure timely registration of persons.
- Contribute to capacity-building initiatives for communities and individuals to assert their rights.
- Participate in initiatives to capacitate national authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Perform any other related tasks as required.

### 3. **AUTHORITY**

The incumbent will:

- Enforce compliance by UNHCR staff engaged in Protection monitoring, Cluster coordination, registration and related activities with UNHCR standards, policies and operation-specific SOPs for all aspects of the registration operation.
- Represent UNHCR with relevant external partners in-Katanga region, as applicable.
- Assist with drafting and submission of reports.

### **III Training component: Learning elements and expectations**

By the end of one year assignment, the incumbent will be able to understand and address substantive issues concerning the UNHCR operation and will have acquired:

- Management skills for the protection cluster coordination including drafting, advocacy, protection mainstreaming, drafting funding requests, addressing donors.
- Skills to represent UNHCR in various fora, including other UN agencies, donors, and media, and inter cluster meetings with stakeholders.
- Drafting skills to present reports and correspondence on refugee issues.
- Interviewing skills: the incumbent will learn how to conduct interviews with persons of concern, including special interviewing skills with children and SGBV survivors.
- Skills to organize and conduct training on refugee matters for media or other target groups.
- An ability to deal with high work pressure and multi-tasking.
- Experience in the management of the Best Interests of the Child Determination (BID) Panel for unaccompanied and separated minors, in managing the community services functions, and training new panel members.
- Management of IDP registration mission, working with the IT colleagues to manage the database and protection colleagues to manage persons with specific needs.
- Experience promoting durable solutions such as voluntary repatriation, resettlement and local

integration.

The JPO training programme includes the following learning elements:

- On-the-job training while the incumbent carries out his/her functions at the Branch Office.
- Field exposure while the incumbent visits refugee camps.
- Briefings from supervisors and colleagues.
- Attending workshops and seminars on refugee issues.
- Attending training courses such as:
  - Protection Learning Program (PLP),
  - Basic and Advanced Security Courses
  - IDP Profiling and Registration
  - UNHCR's Registration systems (ProGres and Protection Monitoring System)
  - Conflict Resolution Management

## **IV Supervision**

**Title of supervisor:** Protection Officer

### **Content and methodology of supervision**

The Protection officer based in the Kalemie Office guides the quotidian work of the JPO to reflect the objectives of the protection unit and the office in general (set by the Head of Sub Office in Kalemie). The Protection officer has daily contact by phone and email with the JPO, guiding him/her to achieve the objectives of the protection unit and the office in general. For evaluation, there is an annual electronic Performance Appraisal Document (EPAD) with a mid-year review. Functional competencies, a learning objective, as well as work objectives are set at the beginning of the year by the supervisor and the JPO, with an opportunity to revisit the objectives at mid-year, should the objectives of the operation change. The JPO reports to the supervising officer on a daily basis, with a mid-year and end of year review over the rated performance evaluation.

The Protection Officer will coach the incumbent with on-the-job training to manage the protection unit's daily work working with People of Concern (POC) (Internally Displaced Persons (IDPs), refugees/asylum seekers, returnees), managing the protection cluster, disseminating international law and UNHCR's mandate, training modules, and undertaking field missions such as registration exercises for IDPs or voluntary repatriation exercises for refugees and/or returnees.

## **V Required Qualifications and Experience**

### **Education:**

Essential: Master degree or equivalent in Law, International Law, Political Science or another related field.

IMPORTANT: A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (at least 4 but no more than 5 years of relevant working experience) may be accepted in lieu of an advanced university degree.

### **Working experience :**

Essential:

- Preferably 2 to maximum 4 year (for MA, 5 years for first-level candidates only) of relevant working experience, preferably in the area of refugee protection, human rights or international humanitarian law.

Desirable:

- Familiarity with the UN System.
- Diverse field experience.

## **Languages :**

### Essential:

- **Excellent spoken and written French.**
- Excellent spoken and written English.

## **Key competencies**

### Essential:

- Excellent written and oral presentation skills.

### Desirable:

- Flexibility and strong interpersonal as well as cross-cultural communication skills.

## **VI Background information on Agency/Department/Section**

<http://www.unhcr.org/pages/49e45c366.html>

UNHCR's Katanga operation focuses on working with authorities, other UN Agencies, Implementing Partners and civil society to build a fair and efficient system, seeking to implement durable solutions for all Internally Displaced Persons and refugees.

The UNHCR Lubumbashi Field Unit is managed by the Sub Office in Kalemie, where the supervisor of this post will be based. UNHCR Katanga reports to Goma (which supervises the East) and ultimately Kinshasa. UNHCR currently has four implementing partners: AIRD (logistics and emergency shelter assistance), SFCG (protection and SGBV), IEDA (protection monitoring), and CNR (National commission for Refugees) which manages the persons of concern including IDPs, refugees/ asylum seekers, and returnees). The incumbent will interact with humanitarian actors, the local government authorities, other UN Agencies, Implementing and Operational Partners as well as the UN Mission (MONUSCO).

In 2015, the priorities for IDPs will be the following:

- Realize the potential for voluntary return.
- Improve, establish and maintain Shelter and infrastructure.
- Make Reintegration more sustainable.
- Ensure capacity building of local authorities to respond to emergencies.

In 2015, the priorities for Refugees will be the following:

- Repatriate and reintegrate Congolese refugees from Tanzania and Zambia.
- Implement the Comprehensive Strategy and chronogram of activities relating to the repatriation and application of cessation clauses for Angolan and Rwandan refugees, including a local integration strategy.

## **VII Information on living conditions at the country of Duty Station**

Lubumbashi is classified as a D duty station and remains a family duty station until further notice by New York-based United Nations Department of Security (UNDSS). Accommodation is easily available (either houses or apartments) and starts at USD \$1000 per month for a basic house or USD \$1600 for a one bedroom apartment. UN staff members are permitted to live in certain areas to be vetted by UNDSS. Medical care is available as there are basic clinics and hospitals. In the event of a serious medical condition, medical evacuation is available to Nairobi, Kenya. MONUSCO has a nurse and a doctor, which UNHCR staff are permitted to consult for free. Currently, the security situation in Lubumbashi and in Southern Katanga is calm and under control but could be volatile due to recent events in December 2013 and March 2013 when the Mai Mai Bakata Katanga infiltrated Lubumbashi. In 2014, there was a reported Mai Mai presence at the DRC/Zambia border and in surrounding quarters of Lubumbashi city (Ruashi).

## **VIII How to apply**

For application please use the web link hereunder, and follow the instructions provided on the right-hand side of the screen:

<http://www.unhcr.org/pages/4bc476d36.html>

- Applications must be received **no later than 10 July 2014**, midnight (Geneva time). Applications received after this date will not be considered.
- Applicants will receive acknowledgement of receipt of their submission.
- Only shortlisted candidates will be contacted.