

# Advertisement

## Junior Professional Officer Associate Protection Officer (Capacity Building Activities)

UNHCR

Closing Date:  
30 April 2012



### I General information

<b>Title:</b>	Associate Protection Officer (Capacity Building Activities)
<b>Sector of Assignment:</b>	Protection
<b>Country:</b>	Kenya
<b>Location (City):</b>	Nairobi
<b>Agency:</b>	UNHCR Branch Office
<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 criteria see the website of the Dutch Ministry of Foreign Affairs:

<http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme>

### II Duties, responsibilities and Output Expectations

1. Support UNHCR's advocacy; protection monitoring and coordination role in the context of prevention, protection and durable solutions work related to internally displaced persons in Kenya.

- Support the process of development and implementation of the appropriate legal and policy framework in Kenya, including the ratification of the Kampala Convention.
- Ensure close liaison with the Kenya National Commission on Human Rights (KNCHR), UNHCR implementing partner and provide monitoring and guidance in implementation of the agreed project activities.
- Assume field missions, coordinate with government and non-government actors and support the work of the national and field based Protection Working Groups on Internal Displacement (PWGIDs), in accordance with the developing operational requirements, paying special attention to the achievement of durable solutions to internal displacement and child protection and SGBV concerns of the affected persons.
- Support UNHCR in maintaining its Protection Sector leadership in the context of UN coordination mechanisms in Kenya by ensuring UNHCR's and protection partners' input to the development of humanitarian response and contingency plans; by liaising with UNOCHA and other relevant sector leads and ensuring consistent follow up and contribution to the requirements of the UN inter-agency coordination in Kenya.
- Provide analyses, reports and updates on issues related to the internal displacement in close coordination with the Associate Protection Officer and other members of the protection team.

2. Support Protection Section in design, implementation and monitoring of the capacity building projects so as to ensure effective management of donor countries' funds earmarked for government and state institutions training and capacity building programmes in refugee law and international

protection. Special focus will be rendered to the activities aimed at gradual hand-over of the management of refugee affairs to the Department of Refugee Affairs (DRA); UNHCR's work with the judiciary and national NGO partners.

- Participate in negotiations and discussions with the authorities concerning the planning and the implementation of training programmes and capacity building activities in international protection and refugee law;
- Assist in the design and preparation of detailed project proposals according to UNHCR policy and guidelines and draft relevant agreements and correspondence with concerned parties;
- Assists in the evaluation of projects and activities undertaken by UNHCR and government institutions;
- Assists in the drafting of reports, correspondence and documents related to training and capacity building activities, and in line with the prescribed guidelines;
- Monitor projects/programme activities by reviewing a variety of records, including implementation plans, progress reports, budgets/financial reports and expenditures;
- Liaise closely with the Programme Section of BO Nairobi on all programmatic (project proposals and reports) and budgetary aspects of the training and capacity building activities;
- Maintain statistical reports of activities and ensure accurate filing and maintenance of training material;
- Assist in preparation and update of training material;
- Assist in delivery of training programmes as necessary;
- Maintain good working relations with implementing partners and local authorities;

3. Carry out other tasks assigned by the supervisor or as requested by the Assistant Representative, Protection depending on the evolving operational environment.

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

Training components entail:

- Briefing at HQs, UNHCR Branch office and duty station;
  - Self induction UNHCR kit;
  - Workshops within the country and possibly abroad;
  - Close supervision and work within the Protection Team dealing with number of IDP and refugee related issues;
  - Understanding UNHCR planning cycle and use of planning tool.
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Learning component entail:

- Conduct field missions;
- Read and analyse reports;
- Get acquainted with and participate in preparation of UNHCR reporting and planning tools such as the Annual Protection Assessments; and Country Operations Plan (COP) process; annual Reporting; periodic situational reporting (Sitreps);
- Attend meetings, read and analyse reports from Implementing Partners;
- Participate in and support coordination forums at national and field level;
- Liaison with UNHCR implementing partners and Government counterparts in implementation of projects and activities;
- Attend workshops as required.

### **IV Supervision**

**Title of supervisor:** Senior Protection Officer

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

The JPO will work under the direct supervision of the Senior Protection Officer and in close coordination with the Associate Protection Officer and the Programme Unit. The supervision will consist of

regular discussions and feed-back from the supervisor and other senior international staff members whom the JPO will closely be working with. After an initial training period, the JPO is expected to effectively manage his/her portfolio and supervise one or several local staff members.

## **V Required Qualifications and Experience**

### **Education:**

Master degree or equivalent University degree preferably in Law, International Law, Human Rights Law. Degree in Political Science, International Relations, Refugee studies or similar degree also considered. Bachelor degree accepted with a minimum of 3 years of work experience.

### **Working experience :**

Preferably 2 to **maximal 4 years** relevant working experience, including internships and voluntary work, in humanitarian affairs, preferably with refugees/IDPs in the field. Work experience in humanitarian field; preferably in the context of internal displacement and project management

### **Languages :**

**Required:** Proficiency in English. Excellent drafting skills.

**Desirable:** Knowledge of French and or other UN languages.

### **Key competencies**

#### Core competencies

- Organisational commitment
- Flexibility/adaptability
- Ability to work in a team
- Performance orientation
- Good communication skills
- Computer literacy
- High standard of integrity in professional and personal behaviour

#### Cross-Functional competencies

- Promoting refugee law and protection principles
- Providing protection information
- Analytical thinking
- Stakeholders management
- Planning and organizing
- Developing proposals and budgets
- Monitoring and evaluating programmes/projects
- Reviewing proposals, programmes and budgets
- Facilitating programme delivery by implementing partners
- Providing Programme support and advise

#### Managerial competencies

- Ability to manage performance
- Efficient management of resources
- Political and organizational awareness

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

The UNHCR operation in Kenya caters for more than 600,000 refugees and asylum-seekers accommodated in two major refugee camps, i.e. Dadaab and Kakuma and within urban settings. More than 50,000 registered refugees are residing in urban centres, mostly at Nairobi. Most of the asylum-seekers and refugees are of Somali origin but the operation also caters for refugees from Great Lakes Region and some other countries.

In addition, UNHCR Kenya is concerned with the protection of Internally Displaced Persons and

works on issues related to the nationality and Statelessness. Some 300,000 IDPs are still in need of assistance, protection and identification of viable durable solutions. Causes of their displacement differ from post-election violence to natural causes and environmental protection projects.

UNHCR places its work towards meeting objectives along the following strategic protection priorities: Legal framework and support to the judiciary; Support to the Government of Kenya in meeting standards related to the protection and management of refugee affairs (capacity building); Child Protection; SGBV; Education; Resettlement and other durable solutions; Emergency preparedness and response.

UNHCR Kenya has close working relationship with the Government counterparts, most notably with the Department of Refugee Affairs, within Ministry of Immigration and Registration of Persons, when it comes to asylum and refugee issues and with Ministry of State for Special Programmes and Kenya National Commission for Human Rights in regard to internal displacement matters. Equally, vibrant coordination mechanisms comprising operational and implementing partnerships with national and international NGOs are in place to support UNHCR's work for refugees and IDPs. This includes the national Protection Working Group on IDPs (PWGID, ex Protection Cluster) and field based PWGIDs in Nakuru and Eldoret. Urban Refugee Protection Network (URPN) coordinates the work and interventions among the urban refugee partners, including Government counterparts.

UNHCR operation in Kenya is a dynamic one with a host of activities and interventions on behalf of different persons of concern to the office. It is an environment that offers a variety of learning possibilities to the young professionals in humanitarian and protection field of interventions. UNHCR. The incumbent will be based in Nairobi and at disposal for short term field missions.

## **VII Information on living conditions at Duty Station**

The Incumbent will make private living arrangements in Nairobi, the capital city of Kenya. There are no special arrangements unless there is mission requirement in the field where Daily Subsistence Allowance (DSA) applies. BO Nairobi, is classified as B duty station with all the accommodation, medical and educational amenities at the fairly high standard.

## **VIII How to apply**

Please apply on line on UNHCR website at: <http://www.unhcr.org/pages/4bc476d36.html>

Closing date: 30<sup>th</sup> April 2012

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.