

Job Description (JPO)

Associate Protection Officer (Gender Equality and Refugee Women)

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 **Dutch and European Union nationals or permanent residents of the Netherlands** (see for criteria the website of the Dutch Ministry

http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme

GENERAL INFORMATION:

Title:	Associate Protection Officer (Gender Equality and Refugee Women)
Sector/Section:	Gender Equality and Women Unit, Pillar 2 Division of International Protection (DIP)
Location:	Headquarters, Geneva.
Grade:	P1 step I or P2 step I the first year, depending on the level of education and experience

Duration of the assignment: Initially one year with the possibility to extend up to 3 years

SUPERVISION:

- **Title and name of Supervisor:** Luisa Cremonese, Senior Coordinator for Gender Equality and Refugee Women
- **Content and methodology of the supervision:**

The Associate Protection Officer (Gender Equality and Refugee Women) will be working in the same unit as the Senior Coordinator for Gender Equality and Refugee Women and be directly supervised by him/her. Regular meetings will be conducted between the Associate Protection Officer and the Senior Coordinator. Moreover, there are regular meetings both at Unit level and at Pillar 2 level. Due to the intersecting areas of work within the section, the Associate Protection Officer will also work closely with other staffs of DIP. S/he will set objectives and be evaluated based on the Performance Appraisal Management System (PAMS). It will require establishment of

objectives and outputs and regular discussions with the supervisor, as well as a jointly prepared report at the end of the year.

DUTIES AND RESPONSIBILITIES:

1. Assist in the operationalisation of policy priorities on protection of women and girls by practicing the two-pronged approach of mainstreaming gender perspectives and women's empowerment in operations to achieve gender equality and women's enjoyment of their fundamental rights:

- Facilitate close collaboration with DIP, DPSM, Bureaux/Desks and staff members on the application of UNHCR policies and guidelines related to refugee women and gender equality, including age, gender and diversity mainstreaming approach through multi-functional teams and participatory assessments, ensuring that information gathered through these methodologies is fed into country protection strategies, systems and operational planning, and monitor refugee and displaced women's and girls' rights.
- Support the Senior Coordinator in providing bureaux and offices assistance through the implementation of a women's empowerment strategy with a focus on strengthening their economic and leadership capacities in coordination with DPSM and the section covering livelihoods.
- Facilitate the Senior Coordinator in promoting initiatives and projects aimed to enhance women's representation and participation in decision-making through leadership training, legal literacy and related activities - innovative economic and livelihood projects for refugee and displaced women which are non-traditional and based on an understanding of the workload of refugee women.
- Assist and provide background information for the preparation of analysis, reports, and lessons learnt discussion papers, COP inputs, etc. for use in public/fund raising activities, EXCOM, ECOSOC and other Global Appeal Reports and Global Reports.

- Facilitate the work of the Senior Coordinator in cross-regional learning and information sharing on gender mainstreaming and women's empowerment.
- Support the Senior Coordinator in contributing to the elaboration of training manuals and documentation aimed at improving dissemination of policies and facilitating training and capacity building to address gaps in protection and assistance of displaced women and girls.

2. Promote a rights- and community-based approach, in the work of UNHCR and partners through inter-sectoral and inter-agency co-ordination and partnerships, to strengthen the protection of and participation by refugee women:

- Facilitate the Senior Coordinator in supporting bureaux and operations to implement a rights and community based approach and AGD analysis using participatory assessments that actively and meaningfully involve refugee women, men, children including adolescents in identifying protection risks and needs, and in designing, planning, implementing and monitoring programme responses ensuring that their capacities and contributions are recognized and supported.
- Facilitate the Senior Coordinator in providing guidance to country operations in strengthening networks and inter-agency coordination both in-country and cross border at the policy/decision making and frontline levels of operations with common caseloads, with a view to strengthening and expanding partnerships with implementing and operational partners, UN and government counterparts working in the field of women's and girl's rights. This entails promoting the implementation of the UNHCR Handbook for the Protection of Women and Girls and related tools, the CEDAW, the Beijing Platform for Action, the UN Security Council Resolutions 1325, 1820, 1888 and 1889, the Action for the Rights of Children (ARC) and other tools for protection, gender mainstreaming, education and peace education.

3. In coordination with Bureaux, promotes the development of operational strategies, policies, programmes and monitoring mechanisms that address the broad protection needs and risks faced by all refugees:

- Provide coaching and/or promote the UNHCR Handbook for Protection of Women and Girls and other specific tools to mainstream gender, women's

empowerment and women's rights into all protection and operational programme activities.

- Participate and represent UNHCR in inter-agency gender networks (e.g. GenCap, IASC Sub-working group on Gender), meetings at the global level, make presentations and deliver trainings.
- Monitor, analyze and report on the implementation, sustainability and impact of policy priorities, and recommendations from global forum and/or HQ, e.g. UNHCR's Five Commitments to Refugee Women, ExCom Conclusion 105, and Convention on Elimination of All Forms of Discrimination Against Women (CEDAW).

4. Support capacity-building and partnership of UNHCR staff, implementing partners and refugees and promote inter-agency gender networks and partnerships with NGOs and other UN agencies:

- Engage in awareness raising, advocacy and capacity building in age, gender and diversity mainstreaming and analysis of UNHCR and NGO operational and implementing partner staff.
- Encourage use of VAR funds to set standards through implementing pilot initiatives with refugee women and men and facilitating gender equality measures in coordination with national NGOs, men and women's organizations and groups and refugee leaders, including working with broad regional and national networks to facilitate changes in national legislations which discriminate women and/or girls.
- Provides operational advice on gender mainstreaming to other sections when required.

QUALIFICATIONS AND EXPERIENCE:

Educational background:

University degree in Sociology, Anthropology, Gender and Women's Studies, Social Work, Community Development, Political Science, International Relations, International Law, Human Rights or International Development. BA and 3 years of work experience or MA and preferably 2 years of experience.

Experience:

Minimum 2 years of professional working experience, including 1 year at the international level in the relevant field(s). Knowledge on gender analysis in a field context, protection work experience or working in the humanitarian sector in the field is desirable.

Skills:

Fluency in English required, working knowledge in French or another language desirable, other languages an asset. Very good English drafting skills are essential. Ability to establish and maintain good working relations with people of different nationalities and cultural backgrounds. Computer skills.

Desired competencies:

Knowledge of gender-related issues pertaining to persons of concern to UNHCR and UNHCR's protection mandate as well as some sexual and gender-based violence (SGBV) prevention and response experience, including capacity building, would be useful; basic training and coaching skills, excellent inter-personal skills and team work attitude; Two years of previous experiences as volunteer or worker with NGOs or as UNV in the field, in direct contact with persons of concern.

TRAINING COMPONENTS AND LEARNING ELEMENTS:Training components:

The Associate Protection Officer will receive briefing/training sessions when starting and on the job training throughout the assignment. He/she will also be able to attend Geneva-based and international protection trainings, subject to exigencies of work and fund availabilities. Furthermore, the Associate Protection Officer will have access to various UNHCR e-learning tools and programmes.

Learning elements:

The Associate Protection Officer will become familiar with the mandate and work of UNHCR in different operations around the world with a particular focus on gender issues, within UNHCR wider strategy of age, gender and diversity mainstreaming (AGDM). Specifically, he/she will gain a thorough understanding of challenges faced by women and girls of concern to UNHCR and policies, strategies and projects aimed to address these. The

Associate Protection Officer will learn to draft background and policy papers, draft and assess project proposals, conduct analysis and formulate recommendations to ensure a gender perspective in UNHCR's work. He/she will also liaise with other units and divisions inside and outside UNHCR to improve gender mainstreaming. Learning elements, competencies and objectives are set annually according to UNHCR's Performance Management Appraisal System (PAMS) and evaluated through a mid-year and an end of the year review with the Senior Coordinator.

BACKGROUND INFORMATION:

The Associate Protection Officer assists the Senior Coordinator in liaising with other sections in DIP, Bureaux/Desks and DPSM sections and units by providing operational expertise, technical advice and guidance on protection of women and girls by promoting the Age, Gender and Diversity Mainstreaming (AGDM) strategy, gender equality principles and targeted actions for the empowerment of refugee women and girls through a community- and rights-based approach in UNHCR operations.

HOW TO APPLY:

<http://www.unhcr.org/pages/49c3646c49a.html>

Deadline for applications: **25 July 2010**, close of business, Geneva time.