



UNHCR

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

INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT UNHCR CARACAS

Title: Assistant Protection Officer
Type of contract: Fixed-Term (one year renewable)
Level: NOA
Duty station: Caracas, Venezuela
Section: Protection
Duration: One year contract renewable, subject to satisfactory performance
Supervisor: Snr. Protection Officer, Carolina Mateos

In accordance to the regulations of the Assignment Committee:

16. An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in a specific country that has been appointed by the Deputy High Commissioner or designated representative through the AC (Assignment Committee) or previous joint staff-management bodies (i.e. APPC).

17. Former UNHCR General Service staff members, having held an Indefinite or FTA appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, of the seniority requirements are met, for a period of two years following separation.

18. An External applicant is an individual who does not hold an indefinite or fixed-term appointment and / or has not been appointed to a UNHCR position through the AC [...]. In order to be considered, an external applicant must comply with all eligibility requirements [...].

1. Context:

The United Nations High Commissioner for Refugees (UNHCR) is an international organization with the mandate to assist persons in need of international protection, asylum seekers, refugees, statelessness persons, and in some cases, internally displaced people. Particularly its mandate consists in a) provide protection to persons of concern and b) find durable solutions to their situation.

UNHCR started its operation in Venezuela in 1991 as part of the organizational strategy to protect and provide assistance to the victims of the Colombian armed conflict. This agency has its main office in Caracas, and four field office located in the field: San Cristobal, Tachira state; Maracaibo, Zulia state; Guasdalito, Apure state; and Ciudad Guayana, Bolivar state.

The Assistant Protection Officer reports to Senior Protection Officer in Caracas. The incumbent is in charge of the Field Unit in Caracas and has supervisory responsibility for two Protection Associates. He/she leads UNHCR operations in the States of Distrito Capital, Miranda, Vargas, Aragua, Carabobo, Yaracuy y Nueva Esparta, and provides guidance to the team and partners in the implementation of

the protection strategy, in particular on issues related to protection monitoring, community-based protection, case management, legal aid and institutional support.

The Assistant Protection Officer is expected to: coordinate quality, timely and effective protection responses to the needs of populations of concern; and identify opportunities to mainstream protection methodologies and integrate protection safeguards in operational responses in all sectors. He/she contributes to the understanding and correct implementation of the protection strategy and represents the organization externally on protection doctrine and policy as guided by the supervisor.

He/she also ensures that persons of concern are involved with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, local authorities and partners.

2. Applications:

Potential candidates must send application no later than 11 February 2018, with the following documents: fact sheet (only internal candidates); motivation letter; and personal history form (P.11); to the address venca@unhcr.org, making reference to “**10027706 Assistant Protection Officer**”.

1. Others:

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.
- Protection activities are guided by the protection strategy and respect the policy of UNHCR on age, gender and diversity (AGD).
- 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.

Responsibility

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- 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.

- Promote and contribute to measures to identify, prevent and reduce statelessness.
- Implement and monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Monitor, and intervene in cases of refoulement, expulsion and other protection incidents.
- Promote and find durable solutions for the largest possible number of persons of concern through voluntary repatriation, local integration and where appropriate, resettlement.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with partners.
- Contribute to and facilitate effective information management through the provision of disaggregated data on populations of concern and their problems.
- Contribute to capacity-building initiatives for communities and individuals to assert their rights.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.

Authority

- Intervene with authorities on protection issues.
- Decide priorities for reception, interviewing and counselling for groups or individuals.
- Enforce compliance of staff partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Enforce compliance with, and integrity of, all protection standard operating procedures.

2. Requisites:

- Education: University degree in Law, International Law, political Sciences or related field.
- Job Experience: Minimum 2 years relevant professional experience.
- Excellent knowledge of English and working knowledge of another UN language.

3. Desirable requisites:

- Diverse field experience desirable.
- Good IT skills including database management skills.
- Completion of the Protection Learning Programme, RSD- Resettlement Learning Programme.