

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

VN-26-22-FUHUE

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
NATIONAL INTERNSHIP ANNOUNCEMENT**

<b>Title of Position</b> <b>Number of Position</b>	<b>Protection Associate</b>	<b>Category/grade</b>	<b>GS-6</b>
<b>Type of contract</b>	<b>Temporary Appointment (TA)</b>	<b>Length of Contract</b>	<b>Till December 31, 2022</b>
<b>Location</b>	<b>Field Unit</b> <b>Huehuetenango (FUHUE)</b>	<b>Date of Issue</b>	<b>13 june 2022</b>
<b>Effective date of assignment</b>	<b>Immediately</b>	<b>Closing Date</b>	<b>26 june 2022</b>

**Organizational Setting and Work Relationships**

The Protection Associate normally reports to the Protection Officer or the Senior Protection Officer. The incumbent monitors protection standards, operational procedures and practices in protection delivery in line with international standards and provides functional protection support to information management and programme staff.

The Protection Associate is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern (PoC) and identify opportunities to mainstream protection methodologies and integrate protection safeguards in operational responses in all sectors. S/he contributes to designing a comprehensive protection strategy and liaises externally with authorities and partners on protection doctrine and policy as guided by the supervisor.

The Protection Associate also ensures that PoC are involved 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 protection and assistance partners.

Due to the specific work objectives of the Field Unit, the Protection Associate works in coordination with other UNHCR staff, government counterparts, NGO partners, other decision makers and directly with communities of concern to identify the risks they face and leverage their capacities to protect themselves, their families, and communities. Required to spend a percentage of the working day out of the office, building and maintaining networks within communities of populations of concern (PoCs). It also supports the design of a community-based protection strategy by ensuring that it is based on consultation with PoC.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

**Duties and responsibilities**

- 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.
- Assist in providing comments on existing and draft legislation related to PoC.
- Provide advice on protection issues to PoC; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Assist in conducting eligibility and status determination for PoC.

- Contribute to measures to identify, prevent and reduce statelessness.
- Contribute to a country-level child protection plan as part of the protection strategy.
- Contribute to a country-level education plan as part of the protection strategy.
- Monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Manage individual protection cases including those on GBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents.
- Assist in identifying durable solutions for the largest possible number of PoC through voluntary repatriation, local integration and where appropriate, resettlement.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
- Facilitate effective information management through the provision of disaggregated data on PoC and their problems.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Assist the supervisor in prioritizing PoC for interview, counselling and propose protection support for individual cases.
- Assist the supervisor with enforcing compliance of local implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Assist the supervisor with enforcing compliance with, and integrity of, all protection standard operating procedures.
- Submit individual payments request for PoC for approval.
- Perform other related duties as required.

### Minimum qualifications required

#### Education & Professional Work Experience

##### Years of Experience / Degree Level

*For G6 - 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher*

##### Field(s) of Education

*Not applicable.*

(Field(s) of Education marked with an asterisk\* are essential)

##### Certificates and/or Licenses

*International Law                      Political Science                      or other related field*

(Certificates and Licenses marked with an asterisk\* are essential)

##### Relevant Job Experience

###### ***Essential***

*Not specified.*

###### ***Desirable***

*Protection Learning Programme*

##### Functional Skills

*IT-Computer Literacy*

*CL-Protection & Solutions Awareness*

*PR-Protection-related guidelines, standards and indicators*

*PR-Refugee Protection Principles and Framework*

(Functional Skills marked with an asterisk\* are essential)

## **Language Requirements**

*For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.*

## **Competency Requirements**

### **Core Competencies**

Accountability  
Communication  
Organizational Awareness  
Teamwork & Collaboration  
Commitment to Continuous Learning  
Client & Result Orientation

### **Managerial Competencies**

Judgement and Decision Making

### **Cross-Functional Competencies**

Negotiation and Conflict Resolution  
Political Awareness  
Stakeholder Management

## **Eligibility**

This position is open to applications from Group 1, Group 2 and all external candidates, provided that requirements regarding professional experience, academic qualifications, language, etc. are fulfilled.

TO THE ATTENTION OF EXTERNAL CANDIDATES: External candidates must be legally present in Guatemala at the time of application, recruitment, and hire. Non-Guatemalan citizens are required to submit a valid Guatemalan residence permit to be considered.

Your application will NOT be considered if;

- The application form is not duly filled.
- The questionnaire at the end of the application form is not answered. (for external candidates)
- A valid residence permit is not attached to the application. (for non-Guatemalan external candidates only)

## **Duration of Appointment**

This is a Temporary Position (6-month duration with the possibility of extension pending confirmation of a budget allocation)

## **Submission of applications**

If you wish to be considered for this vacancy, please submit your letter of motivation, signed [Personal History Form \(PHF Form\)](#) and [Supplementary Sheet](#) signed and in pdf format by e-mail clearly stating the position title and vacancy number (VN) and your Last Name in the subject line to: [guaguvacancias@unhcr.org](mailto:guaguvacancias@unhcr.org) by the closing date, 26/06/2022. No late or incomplete applications will be considered.

Shortlisted candidates will be required to sit for a test and will undertake a competency-based interview. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing, or any other fees).

**\*Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of full vaccination against Covid-19., independently of contract type and duration.**

UNHCR strongly encourages qualified female applicants to apply. UNHCR seeks to ensure that male and female employees are given equal career opportunities.

UNHCR is committed to achieving workforce diversity in terms gender, disability, marital or civil partnership status, race,

colour, or ethnic and national origins, religion or belief, or sexual orientation. All applications will be treated with the strictest confidentiality.