

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) VACANCY ANNOUNCEMENT

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| Title of Position Number of Position | Senior Community-Based Protection Assistant | Category/grade | GS-5 |
| Type of contract | Temporary Appointment (TA) | Length of Contract | Six (6) months |
| Location | Field Unit Guatemala City, Guatemala (FUGUA) | Date of Issue | 13 septembre 2021 |
| Effective date of assignment | Inmediata | Closing Date | 26 septembre 2021 |

Organizational Setting and Work Relationships

The Senior Community-Based Protection Assistant is a member of the Protection Unit and may report to the Protection Officer, Community-Based Protection Officer, or another more senior staff member in the Protection Unit. Under the overall direction of the Protection Unit, and in coordination with other UNHCR staff, government, NGO partners and other stakeholders, the Senior Community-Based Protection Assistant works directly with communities of concern to identify the risks they face and to leverage their capacities to protect themselves, their families and communities. The incumbent supports the application of community-based protection standards, operational procedures and practices in community-based protection delivery at the field level. To fulfil this role, the Senior Community-Based Protection Assistant is required to spend a substantial percentage of the workday outside the office, building and maintaining networks within communities of persons of concern (PoC). The development and maintenance of constructive relationships with PoC that measurably impact and enhance protection planning, programming and results, form the core of the work of the incumbent. S/he also supports the designing 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

- Assist functional units, the Multi-Functional Team (MFT) and senior management to integrate participatory and community-based approaches in the overall protection strategy.
- Through relationships with PoC and network of partners, stay abreast of political, social, economic and cultural developments that have an impact on the protection environment and provide advice to the protection team. Understand the perspectives, capacities, needs and resources of the PoC and advise the protection team accordingly, highlighting the specific protection needs of women and men, children, youth and older persons, persons with disabilities, marginalized groups.
- Assist in initiatives with host communities to involve national civil society groups in the protection of PoC.
- Support implementing and operational partners as well as displaced and local communities to develop community-owned activities to address, where applicable, the social, educational, psycho-social, cultural, health, organisational and livelihood concerns as well as child protection and prevention and response to SGBV.
- Assist in the analysis that identifies the capacities of communities of concern and risks they face.

- Support participatory assessments by multifunctional teams and ongoing consultation with PoC.
- Support efforts to build the office capacity for community-based protection.
- Support communities in establishing representation and coordination structures.
- Ensure community understanding of UNHCR's commitment to deliver on accountability and quality assurance in its response.
- Collect data for monitoring of programmes and budgets from an AGD perspective.
- Draft and type routine correspondence, documents and reports and maintain up-to-date filing systems.
- Act as an interpreter in exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Assist in the enforcement of participatory AGD sensitive analysis as an essential basis for all of UNHCR's work.
- Initiate AGD sensitive interventions at the appropriate level on community-based protection issues and to respond to protection concerns and incidents within the office and with persons and communities of concern based on agreed parameters.
- Identify and recommend which individuals or groups to prioritize for counselling and field visits based on agreed criteria.
- Enforce compliance of implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Perform other related duties as required.

Minimum qualifications required

Education & Professional Work Experience

Years of Experience / Degree Level

For G5 - 2 years relevant experience with High School Diploma; or 1 years relevant work experience with Bachelor or equivalent or higher

Certificates and/or Licenses

*Development Studies,
Social Science,*

*Human Rights
Political Science*

*Community Development /Social Work
International Law*

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

Relevant Job Experience

Essential

Not specified.

Desirable

UNHCR learning programmes (PLP). Knowledge of MSRP.

Functional Skills

**IT-MS Office Applications*

**IT-Computer Literacy*

IT-Enterprise Resource Planning (ERP)

UN-UN/UNHCR Administrative Rules, Regulations and Procedures

UN-UN/UNHCR Financial Rules and Regulations and Procedures

PR-Community-based Protection

PR-Community-based Protection - Principles and methodologies

CL-Multi-stakeholder Communications with Partners, Government & Community

(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

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

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

Managerial Competencies

Judgement and Decision Making
Managing Performance

Cross-Functional Competencies

Stakeholder Management
Planning and Organizing
Political Awareness

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: guaguavacancies@unhcr.org by the closing date, 26/09/2021. 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).

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.