

**United Nations High Commissioner for Refugees (UNHCR)
National Office, Athens/ Greece**

**Vacancy Announcement No. GRC/UNHCR/15 04
External Circulation**

Position Title: Senior Protection Assistant	Position Level: G-5	Date Issued: 03/07/2015
Position No.: 10000058- TA Generic	Report To: Protection Officer	Closing Date: 13/07/2015
Section: Protection	Duty Station: Athens	Contractual Status: Temporary/ Fixed Term Appointment until 31/12/2015.

Availability of the Post : Effective **03/08/2015**

Duties and Responsibilities:

1. Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
2. Provide counselling on protection issues to persons of concern.
3. Support activities in protection related AGD based programming with implementing and operational partners.
4. Conduct preliminary information gathering and interviews in support of eligibility, status determination, durable solutions and social needs assessment.
5. Contribute to measures to identify, prevent and reduce statelessness.
6. Contribute to a country-level child protection plan as part of the protection strategy.
7. Monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
8. Participate in individual protection case management including cases of SGBV and child protection. Monitor and report on cases of refoulement, expulsion and other protection incidents.
9. Assist in identifying durable solutions for persons of concern in voluntary repatriation, local integration and where appropriate, resettlement.
10. Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
11. Assist in drafting reports, routine correspondence, updating relevant databases and compiling statistics for the protection unit / section.
12. Contribute to initiatives to enhance national and local protection capacities.
13. Perform other duties as required.

Authority:

1. Select persons of concern for preliminary interviews and decide which relevant information to share.
2. Enforce integrity in the delivery of protection services by local implementing partners.

Qualification Requirements:

Education and Skills:

- Education: Completion of secondary school. Additional Training courses in protection related issues, International law.

Job experience:

- Four (4) years of job experience relevant to the function;
- Computer skills (MS office and People Soft applications).

Languages:

- Excellent knowledge of local language, Greek, and working knowledge of English.

Desirable qualifications and competencies:

- Good computer skills.
- Completed Protection Learning Programme.
- Previous UN experience in a similar job band is an asset.
- Good knowledge and experience of the asylum-related NGO sector in Greece.

Please apply in writing (**P.11, CV and application/motivation letter**), indicating vacancy announcement number, and position title:

Vacancy No: GRC/UNHCR/15 04- Snr. Protection Assistant + Applicant's Name

Applications must be submitted by e-mail to the address indicated below:

greatvac@unhcr.org

Applications received will not be acknowledged, only the short-listed candidates will be notified of the outcome of the competition, and will be invited for a written test and an interview.

Personal history (P.11 form) is attached or can be downloaded from:

www.unhcr.org/recruit/p11new.doc

P.11 form is mandatory and should be SIGNED by the applicant.

Questions: Any questions related to this vacancy must be addressed to the dedicated mailbox (greatvac@unhcr.org) using the attached form, by **08.07.2015**

UNHCR does not charge a fee at any stage of the recruitment process. UNHCR aims for workforce diversity at all levels and encourages qualified women and persons with disabilities to apply.

Acknowledgments will only be sent to short-listed candidates under serious consideration.