

La Oficina en Costa Rica del Alto Comisionado de las Naciones Unidas para los Refugiados (ACNUR), informa y les invita a participar en el **concurso para una posición temporal de “Asociada/o de Terreno/Protección, G6”**.

Los detalles generales de la vacante se describen en el documento adjuntado.

IMPORTANTE : Por favor de notar que no se consideraran aplicaciones que no cumplen **TODOS** los requisitos.

Solo se contactarán a las personas que hayan sido preseleccionadas (lista corta).

Nombre del puesto	“Asociada/o de Terreno/Protección”.
Nivel del puesto	G6
Sede de trabajo	Upala (con viajes frecuentes a la zona fronteriza norte)
Duración de contrato	Del 01 de Septiembre hasta 31 de Diciembre 2018 (con posibilidad de extensión en 2019)
Fecha límite para aplicar	Jueves 16 de Agosto
Hora límite para aplicar	12 MD (hora de Costa Rica)
Requisitos	<ul style="list-style-type: none"> Las personas interesadas deben ser costarricenses, nacionalizadas costarricense, o extranjera con residencia permanente en Costa Rica con permiso laboral. Working knowledge of English (spoken and written) Licencia de conducir B1 vigente Formulario PHF (completado, completo y firmado) <p>NO SE CONSIDERARAN APLICACIONES QUE NO CUMPLEN TODOS LOS REQUISITOS</p>
Medio/forma de aplicar	<p>Favor enviar sus aplicaciones a cualquiera de las siguientes direcciones:</p> <ul style="list-style-type: none"> correo electrónico: cossa@unhcr.org Físicamente: ACNUR, San José, Rohrmoser, de casa de don Oscar Arias: 100 m oeste y 100 m sur. <p>Indicar en el asunto: Puesto + apellido + nombre</p>
Documentos adjuntos	<ul style="list-style-type: none"> Formulario PHF Descripciones de Tareas.



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification ⁽¹⁾: July 2012

(STANDARD)

PART 2A – IDENTIFICATION OF POSITION

Position No:

Position Title: Field/Protection Associate

Position Grade: G-6

Position Location : Upala, Costa Rica

Functional Group⁽¹⁾ : 2.2.a

Supervisor Position No., Title & Grade:

CCOG Code ⁽¹⁾ : 2.g.02

Job Code ⁽¹⁾ : 000408

Job Profile ⁽¹⁾ : 0000408

(1) To be completed by PCU

PART 2B – POSITION REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT. Define the role of the position within the team, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.

The Protection Associate normally reports to the Protection Officer or the Senior Protection Officer. He/she 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 and identify opportunities to mainstream protection methodologies and integrate protection safeguards in operational responses in all sectors. He/she 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 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 protection and assistance partners.

2.2 FUNCTIONAL STATEMENT. Describe the accountabilities, responsibilities and authorities associated with the position.

Accountability (key results that will be achieved)

- 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 UNHCR country protection strategy.
- The participation of persons of concern is facilitated through continuous assessment and evaluation using participatory, rights and community based approaches.
- Protection incidents are immediately identified and reported.

Responsibility (*process and functions undertaken to achieve results*)

- 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 persons of concern.
- Provide advice on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Assist in conducting eligibility and status determination for persons of concern.
- 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 SGBV 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 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 implementing and operational partners.
- Contribute to effective information management through the provision of disaggregated data on populations of concern and their problems.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Maintain protection presence and promote confidence building through regular field missions and reports, making direct contact with persons of concern, host communities, local authorities and partners.
- Provide advice and guidance on protection issues to internal and local external interlocutors; facilitate access to legal assistance for persons of concern and the issuance of personal documents by local authorities
- Facilitate effective systematization and management of data to enhance monitoring, response and evaluation mechanisms.
- Assist in developing and implementing UNHCR's communication strategy to generate support from local counterparts.
- Assist in the implementation of registration strategies and methodologies for populations of concern.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Prioritize persons of concern for interview, counselling and propose protection support for individual cases.
- Enforce compliance of local implementing 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.
- Submit individual payments request for persons of concern for approval.

2.3 REQUIRED COMPETENCIES, which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

- | <u>Code</u> | <u>Managerial Competencies</u> |
|---|--------------------------------|
| 1. <input type="checkbox"/> M001 | Empowering and Building Trust |
| 2. <input type="checkbox"/> M002 | Managing Performance |
| 3. <input checked="" type="checkbox"/> M003 | Judgement and Decision Making |
| 4. <input type="checkbox"/> M004 | Strategic Planning and Vision |
| 5. <input type="checkbox"/> M005 | Leadership |
| 6. <input type="checkbox"/> M006 | Managing Resources |

- | <u>Code</u> | <u>Cross-Functional Competencies</u> |
|---|--------------------------------------|
| 1. <input checked="" type="checkbox"/> X001 | Analytical Thinking |
| 2. <input type="checkbox"/> X002 | Innovation and Creativity |
| 3. <input type="checkbox"/> X003 | Technological Awareness |
| 4. <input type="checkbox"/> X004 | Negotiation and Conflict Resolution |
| 5. <input type="checkbox"/> X005 | Planning and Organizing |
| 6. <input type="checkbox"/> X006 | Policy Development and Research |
| 7. <input checked="" type="checkbox"/> X007 | Political Awareness |
| 8. <input checked="" type="checkbox"/> X008 | Stakeholder Management |
| 9. <input type="checkbox"/> X009 | Change Capability and Adaptability |

2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

REQUIRED. Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

- Education: Completion of secondary school. Additional certificate/training in International Law, Political Science or related field is required.
- Job experience: Relevant to the function: 6 years.
- Fluency in English and working knowledge of another relevant UN language or local language.

(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English).

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES. Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

- Good computer skills.
- Completed Protection Learning Programme.