



## **VACANCY ANNOUNCEMENT**

<b>Post Title:</b>	Protection Assistant (Community-Based)
<b>Duty Station:</b>	Santa Elena, Flores, Petén
<b>Duration of Assignment:</b>	15 July thru 31 December 2018
<b>Type of Contract:</b>	Local Individual Contract Agreement - UNOPS
<b>Employment Conditions:</b>	Between GTQ 10,500.00 and Q.11,000.00/monthly and medical insurance

***Important Notice:*** People interested in applying for this position must be Nationals from Guatemala or must hold a valid work permit in Guatemala

Qualified candidates who are interested in the below position are invited to submit their written application, attaching a UN Personal History Form (P11) and motivation letter (1 page maximum) **not later than 9 July 2018**. Application documents should be sent by email to UNHCR ([panpava1@unhcr.org](mailto:panpava1@unhcr.org) and [guatemala@unhcr.org](mailto:guatemala@unhcr.org)), including the reference of ROPAN “**Protection Assistant Application UNHCR Peten**” in the subject field.

Candidates may download the UN Personal History Form (P11) in the following link:  
<http://onu.org.gt/2018/05/09/acnur-invita-a-aplicar-a-vacante/>

Due to the foreseen number of applications, only persons shortlisted will be contacted.

### **General Background of Project or Assignment:**

The Protection Assistant (Community-Based) is a member of the Protection Unit in a Country Operation and may report to the Protection Officer, Protection Officer (Community-Based), 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 Protection Assistant (Community-Based) 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 may have direct supervisory responsibility for part of the protection and/or support staff and 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 Protection Assistant (Community-Based) is required to spend a substantial percentage of her/his time working outside the office, building and maintaining networks within communities of persons of concern. The development and maintenance of constructive relationships with persons of concern that measurably impact and enhance protection planning, programming and results forms the core of the work of the Protection Assistant (Community-Based).

In the context of Field Office Peten, the incumbent will mainly focus on the design, implementation and monitoring of projects' activities related to the MIRPS (*Marco Integral Regional de Protección y*

*Soluciones* in Spanish)/CRRF that will include, inter alia, quick impact projects, community consultation and engagement, information and communication initiatives, community (including UNHCR' persons of concern) mobilization in the departments of Izabal and Peten. The scope of these activities will be related to the gear up the overarching objective of enhancing safe transit and dignified reception of migrants and refugees in the two departments. The Field Assistant will be part of a multifunctional team consisting of field, protection and administration staff to ensure quality and timely deliverable within the second half of 2018.

**Purpose and scope of assignment:**

Under the direct supervision of the UNHCR Head of Field Office in Peten and in direct coordination with the Protection Officer, the Protection Assistant will undertake the following tasks:

**Accountability** (*key results that will be achieved*)

- Effective support is provided to promote AGD sensitive analysis of community risks and capacities as the essential basis for all of UNHCR's work.
- AGD sensitive analysis of community risks and capacities provides the essential basis for all of UNHCR's work.
- The participation of persons of concern is assured through continuous assessment and evaluation using participatory, rights and community based approaches, which inform protection and assistance programming and ensure that UNHCR meets its commitments to accountability to persons of concern.

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

- Through relationships with persons of concern 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 persons of concern and advice the protection team accordingly, highlighting the specific protection needs of women and men, children, youth and older persons, persons with disabilities, marginalized groups.
- 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, organizational and livelihood concerns as well as child protection and prevention and response to SGBV.
- Assist in working with host communities to involve national civil society groups in improving the protection of persons of concern. Assist in the analysis that identifies the capacities of communities of concern and risks they face.
- Support participatory assessments and ongoing consultation with persons of concern.
- 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 using word processing equipment and maintain up-to-date filing systems.
- Act as interpreter in exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Assist in the implementation of activities in the field, including design, delivery of assistance (services, goods) and contribute to necessary monitoring activities.

- Perform other relevant duties as required.

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

- Assist in the enforcement of participatory AGD sensitive analysis as an essential basis for all of UNHCR's work.
- Identify 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.

**Required Competencies of the Protection Assistant:**

- Good analytical skills, ability to evaluate and integrate information from a variety of sources.
- Good knowledge and/or experience of the United Nations System or humanitarian stakeholders and its mechanisms.
- Knowledge and working experience in MSRP (Peoplesoft).
- Strong communication skills (spoken, written and presentations), including the ability to draft documents in a clear, concise style, as well as to build and maintain effective relations.
- Prior exposure to UNHCR refugee operations and functions.
- Ability to establish priorities and to plan work assignments, handle competing demands and work under pressure of frequent and tight deadlines.
- Prove interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Willingness to learn from others.
- Political awareness

**Essential Minimum Qualifications and Professional Experience Required**

- Completion of Secondary education; Training in International Development, Cultural Studies, Human Rights, International Social Work, Social Science, Political Science, Anthropology, International Law or other clearly related disciplines.
- Minimum of 3 years previous relevant job experience.
- Computer skills (MS Office, including Excel, Word, PowerPoint, Access)
- Fluency in Spanish and English and working knowledge of another relevant UN language or local language.

**Desirable Qualifications & Competencies.**

- Knowledge of Administrative/financial rules, procedures, processes in the context of UNHCR offices and Field operations.
- UNHCR learning programmes (PLP).
- Knowledge of MSRP.