



UNHCR

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

**UNHCR REPRESENTATION IN INDONESIA
INTERNAL/EXTERNAL VACANCY NOTICE**

No. 18/INSJA/005 - UNOPS



Functional Title : Protection Associate
Category & Level : UNOPS, Individual Contract Agreement, LICA-6 Level
Duty Station : Makassar, Indonesia
Entry on Duty : 01 August 2018
Duration : Initially to 31 December 2018 with possibility of extension
Annual Salary : Starting from IDR 228,762,000
Closing Date : 17 June 2018

Duties and Responsibilities

Under the direct supervision of the Assistant Protection Officer and the overall supervision of the Senior Protection Officer, the incumbent will perform the following duties in his/her area of responsibility:

1. Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
2. Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
3. Assist in providing comments on existing and draft legislation related to persons of concern.
4. Provide advice on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
5. Assist in conducting eligibility and status determination for persons of concern.
6. Contribute to measures to identify, prevent and reduce statelessness.
7. Contribute to a country-level child protection plan as part of the protection strategy.
8. Contribute to a country-level education plan as part of the protection strategy.
9. Monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
10. Manage individual protection cases including those on SGBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents.
11. Assist in identifying durable solutions for the largest possible number of persons of concern through voluntary repatriation, local integration and where appropriate, resettlement.
12. Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
13. Contribute to effective information management through the provision of disaggregated data on populations of concern and their problems.
14. Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
15. Perform other duties as required.

Qualifications/Requirements

Education: Minimum completion of secondary education but preferably a university degree in Law, Political Science, Social Welfare or related discipline.

Cross – Functional Competencies: Analytical Thinking; Political Awareness; Stakeholder Management

Managerial Competencies: Judgment and Decision Making

Experience: Six (6) years work experience in a similar area or in the wider human rights field. Experience working in a multi-cultural environment or international context is an asset.

Nationality: Citizen of Indonesia; non-citizen with Indonesian permanent residence.

Languages: Excellent knowledge of English and Bahasa Indonesia (written and oral) highly essential; knowledge of other UN languages is an asset.

Desirable Skills: Good written and oral communication skills; computer literacy; good knowledge of UNHCR's protection mandate; interviewing skills; understanding of international humanitarian, human rights and refugee law; ability to work independently with minimal supervision.

Working Relationships

- (i) Within UNHCR involving the exchange of a wide range of information;
- (ii) With external parties: local authorities, NGOs, and international organizations.

Supervision Exercised and Guidance Given

On-the-job training will be provided to the successful candidate.

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Candidates who wish to be considered for this vacancy should send their motivation letter, CV and **signed** Personal History/P.11 form (available at <http://www.unhcr.org/id/en/job-opportunities>), to **UNHCR Indonesia** at:

**Menara Ravindo Lt. 14
Jl. Kebon Sirih Kav. 75
Jakarta 10340**

Or via email to INSJAHR@unhcr.org

DEADLINE FOR APPLICATIONS: 17 June 2018

IMPORTANT: Candidates must indicate the **post title** on the envelope or subject of the email.

Applications of all genders and persons with disabilities are encouraged to apply.

Late applications will not be considered.

Only those short-listed for interview will be notified.

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Jakarta, 31 May 2018