



Protection Assistant

Duty Statement

- Provide support to the Legal Protection and Pacific Unit to achieve protection and resettlement objectives of UNHCR's Regional Representation and to ensure the effective administration of both units.
- Under the supervision of the Regional Protection Officer, facilitate individual case management activities to respond to protection needs of persons of concern to UNHCR in the region. This includes registering categories of individuals of concern and maintaining records relating to refugees and asylum-seekers.
- In consultation with senior colleagues, receive, screen and respond to enquiries from external parties and liaise with field offices, as well as other interlocutors with regard to individual refugee and asylum-seeker cases.
- Undertake legal research, assist in the preparation of file notes and reports, and in the drafting, finalization, and dispatching of correspondence.
- Provide support in the organization of capacity building and training activities in the region.
- Dispatch registration checks and collect data from other UNHCR offices.
- Perform reception, mail registry duties and answer front office calls to the Regional Representation.
- Perform other tasks as required.