

# Senior Protection Assistant

Vacancy Notice: SPA\_01\_GR/24\_01

<b>JOB TITLE</b>	Senior Protection Assistant
<b>LOCATION</b>	<b>Leros</b>
<b>ORGANIZATIONAL UNIT</b>	UNHCR (Greece)
<b>TYPE OF CONTRACT</b>	Fixed term, 100% full time, until 31 December 2025
<b>STARTING DATE</b>	01.01.2025
<b>CLOSING DATE FOR APPLICATIONS</b>	15.12.2024

## ABOUT ICMC

The International Catholic Migration Commission (ICMC) is an international non-governmental organization, whose mission is to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants - regardless of faith, race, ethnicity, or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, migration and development.

As an implementing partner of UNHCR in Greece, ICMC deploys a highly qualified affiliated workforce to assist UNHCR in providing operational support to the Greek asylum and migration management system. Since 2010, this pool of skilled professionals has been a critical component of UNHCR's protection capacity in Greece. The ICMC experts will be recruited and managed by ICMC and will work under the overall supervision of UNHCR Greece. They provide support on matters relating to protection, advocacy, legal information, law, country of origin information analysis, quality assurance, project management, and communications.

## SCOPE OF WORK

The incumbent provides functional and administrative support to the protection unit on protection related liaison, correspondence, monitoring, case management and reporting activities. The Senior Protection Assistant also supports the protection unit in designing a comprehensive protection strategy and in providing quality, timely and effective protection responses to persons of concern. He/she may liaise externally with local authorities and partners on correspondence and/or protection issues as guided by the supervisor. The Senior Protection Assistant also facilitates the involvement of persons of concern 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.

## RESPONSIBILITIES

- 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 supporting participatory, rights and community-based approaches;
- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct;
- Observe and respect protection related Standard Operating Procedures (SOPs);
- Provide functional and administrative support in all protection related AGD based programming with implementing and operational partners;
- Provide functional and administrative support in implementing participatory approaches, needs assessments, protection monitoring, reporting and case management;
- Identify challenges in the field and recommend areas for advocacy;
- Provide legal and other information to populations of concern, including in detention, in group or individually, on administrative procedures that concern them, e.g. asylum procedures, reception and identification procedures, administrative detention and returns, as well as on relevant rights and obligations;
- Support assessments on durable solutions through voluntary repatriation, local integration and where appropriate, resettlement.
- Facilitate liaison with competent authorities for the issuance of personal and other relevant documents.
- Assist in drafting reports, routine correspondence, updating relevant databases and compiling statistics for the protection unit/section.
- Select persons of concern for preliminary interviews and decide which relevant information to share.
- Enforce integrity in the delivery of protection services by local implementing partners. Provide feedback on implementing partners' periodic Performance Reports, upon request;
- Perform other protection tasks, as per need, upon the supervisor's request.
- As an employee of ICMC coordinate with the ICMC Liaison Manager in all employment and Human Resources matters, maintain regular coordination with the ICMC affiliate workforce deployed to UNHCR in Greece as well as with ICMC project support personnel in Athens;

## REQUIREMENTS

- 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher
- Additional Training courses in protection related issues required.
- Job experience: Relevant to the function: 1 year. Experience with UNHCR is an asset.
- Excellent command of Greek and English; knowledge of other languages would be an asset.
- Proven knowledge of laws and procedures on migration and asylum.
- Good command of PCs, knowledge of use of MS Office and other applications.
- Excellent interpersonal and communication skills.

## HOW TO APPLY

Interested candidates should submit a detailed CV of maximum four pages in English, a motivation letter and two professional references with full and up to date contact details via email, to: Mr. Akis Papakonstantinou, ICMC HR Officer at [hr.greece@icmc.net](mailto:hr.greece@icmc.net).

The closing date for receipt of applications is **15/12/2024**.

The Vacancy Notice number **SPA\_01\_GR/24\_01** and the applicant's full name must be quoted in the email subject line.

**Applications will be evaluated upon reception and interviews with shortlisted candidates may be conducted before the closing date. Referees may be contacted prior to the interviewing stage.**

## DATA PROTECTION

By submitting an application, you agree that ICMC collects and manages the information that you provide. You also agree that your data may be shared with UNHCR. Your personal information will be used for recruitment purposes only. Your application will be treated with strict confidentiality.

Owing to the volume of applications, ICMC regrets that only applicants short-listed for an interview will be notified.

*ICMC is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age. Applications will be treated with strict confidentiality.*

***ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuses and all forms of unlawful harassment, including but not limited to sexual harassment. Screening of applications includes the vetting for records of prior misconduct and reference checking. By submitting your application, you declare your consent for your former employer to disclose any details concerning criminal convictions or misconduct. ICMC can take other necessary measures to ensure that people involved in substantiated cases of sexual exploitation, abuse and harassment are not recruited.***