

TERMS OF REFERENCE (Individual Contractor Agreement)

Title: Senior Protection Assistant
Duty station: Tokyo, Japan
Section/Unit: Protection Unit
Contract/Level: Local Support, ICA, Level 5
Duration: 1 February 2020 to 31 December 2020

1. General Background:

Japan is a signatory to the 1951 Convention Relating to the Status of Refugees and has a functional refugee status determination framework, and has an assistance framework. As such, UNHCR's main role in Japan is to support the efforts made by the Government of Japan (GoJ) and other national actors in providing protection to refugees, advocate and promote the realization of their rights through introduction or change of related policies and schemes. UNHCR Japan considers it important that relevant national actors such as municipalities, civil society organizations, academic/educational institutions and other key service providers including private companies enhance their engagement so that the national capacity in protecting and supporting the refugees shall be further strengthened. The incumbent will specifically be engaged in the issues relating to the adequate protection of asylum-seekers and refugees in Japan, working closely with the relevant stakeholders with a view to strengthen their capacity.

2. Purpose and Scope of Assignment:

Under the overall guidance of the Senior Protection Officer, the Senior Protection Assistant will be expected to:

1. Contribute to the advocacy work towards national stakeholders' enhanced involvement in domestic protection, including integration assistance for refugees;
2. Contribute to the advocacy work on reception conditions, particularly on detention, to further enhance partnership among stakeholders;
3. Support activities in higher education to make a strategic plan in close coordination with academic institutions and other stakeholders, including Japan for UNHCR and the Government of Japan;
4. Support the Government in its resettlement programme and existing complementary pathways programme; and
5. Provide general administrative and logistical support for Protection Unit, including communicating with various stakeholders, coordinating intern recruitments, assisting in the preparation of events, and the arrangement of necessary materials thereof.
6. Perform other duties as required.

3. Monitoring and Progress Controls:

1. Advocacy work is made towards achieving the overall objectives of the office, with a view to further develop the capacity of domestic stakeholders.
2. Opportunities are created, such as dialogue sessions, concerning reception conditions and detention involving the concerned authorities and civil society organizations towards an improved cooperation among them.

3. Initiatives involving higher education institutions are supported towards successful implementation and expansion. Occasions for future strategy discussion are held with relevant stakeholders.
4. Timely support is provided to the government and other relevant stakeholders in relation to resettlement and complementary pathways.
5. On all the areas of the incumbent's responsibility, timely report and/or documentation of a high quality is made/prepared.
6. Required administrative and logistical support is provided for events organized by Protection Unit / office.

4. Required Qualifications and Experience:

a. Education

Completion of Secondary Education. Training in any of the following is an asset: community services, social work, social science, international relations or other related field.

b. Work Experience

Previous job experience relevant to the function or related fields. Experience in working within a multicultural environment is preferable.

c. Key Competencies

Good research, analytical and drafting skills. Proficient in English and Japanese, both oral and written.
Familiarity with refugee issues desirable.