

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
UNOPS VACANCY NOTICE

Title of Position: Protection Associate (Child)
Position Number: UNOPS - Individual Contractor Agreement
Category & Level: Local UNOPS, LICA-6
Location: Istanbul
Effective date: As soon as possible
Duration: Initially until 31 December 2018
Closing Date: **30 January 2018**

PREAMBLE

The international obligations of Turkey and its national legislative framework on asylum have shaped the form of the current collaboration with UNHCR. During the last 56 years, UNHCR and Turkey have been working together in close partnership. Turkey has provided the asylum space for persons seeking refuge, and UNHCR has assisted Turkey to determine who is in need of international protection and to enable access to rights by these persons. As the main partner of the Turkish State in the field of international protection, UNHCR Turkey continues to provide legislative and technical support as well as institutional capacity building support to the Directorate General of Migration Management (DGMM) and other national institutions. Working closely with AFAD including as regard support to the refugee camps, UNHCR also provides support to various line ministries as well as to municipalities and provincial authorities. Activities include the provision of high education support, support to livelihoods and employment as well as winterization assistance through cash-based initiatives for vulnerable refugees.

As regard Syrian nationals who are hosted in Turkey under a Temporary Protection (TP) framework for Syrian nationals, refugees and stateless, UNHCR's work is to support the authorities through the provision of technical assistance and strong public advocacy for enhanced responsibility sharing.

UNHCR in Turkey also registers asylum-seekers, conducts RSD under the Mandate of the High Commissioner for all non-Europeans (with the exception of Syrians), intervenes to strengthen the protection environment and access to social support mechanisms, and endeavors to find durable solutions for the most vulnerable amongst those who are recognized as refugees provided they meet the criteria of the resettlement countries.

UNHCR in Turkey operates through a branch office in Ankara, with field offices in Gaziantep, Istanbul and Van, as well as field units.

To find our more information about UNHCR, please visit our [website](#).

ORGANIZATIONAL CONTEXT

With over an estimated 1.5 million Syrian children in Turkey, and approximately 200,000 non-Syrian asylum-seeking children in Turkey, there are over 1.7 million children of concern to UNHCR in Turkey. With the majority of refugee families now based in Marmara and Istanbul region and the number of children apprehended with their families in their attempts to cross the border irregularly, the number of children of concern is correspondingly higher now than in 2016 and earlier.

Over 2017, there has been a series of child protection best interests in case management trainings, together with other protection trainings. UNHCR, and other key UN partners such as UNICEF and UNFPA, together with Inter-Agency coordination partners, are all building capacity of their protection work force in identifying and referring children with specific needs. The compound effect is not only are there more refugee children in Marmara than ever before, but now there are more children at risk being identified than ever before.

UNHCR is responsible for supporting the Government of Turkey with durable solutions for persons of concern. For children who are identified to UNHCR as High and Medium risk, the specific needs of these children warrant their streaming into child protection individual case management. Child protection case management has inherent differences from that of case management for adults with specific needs. For children, given they do not have the same agency as an adult, more systems need to respond to ensure safety, security, basic needs and global development needs. Some instances these are required on a “drop-everything” emergency basis.

The Protection Associate (Child) normally reports Senior Protection Associate. He/she monitors protection standards, operational procedures and practices in protection (especially on child protection and best interest procedures) delivery in line with international standards and provides functional protection support to information management and programme staff.

The Protection Associate (Child) is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern and identify opportunities to mainstream protection methodologies and integrate protection safeguards in operational responses in all sectors. He/she contributes to designing a comprehensive protection strategy and liaises externally with authorities and partners on protection doctrine and policy as guided by the supervisor.

The Protection Associate (Child) also ensures that persons of concern are involved 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.

The incumbent will also be preparing and facilitating BID Panel and case management meetings with external partners and conducting initial reviews of other caseworkers’ BID reports. Providing guidance and supervision to partners caseworkers is amongst the duties of the incumbent.

FUNCTIONAL STATEMENT

Accountabilities

- 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 continuous assessment and evaluation using participatory, rights and community based approaches.
- Protection incidents are immediately identified and reported.

Responsibilities

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Contribute to a country-level child protection plan as part of the protection strategy.
- Contribute to a country-level education plan as part of the protection strategy.
- Monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Assist in managing individual protection cases including those on SGBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents.
- Assist in identifying durable solutions for the largest possible number of persons of concern through voluntary repatriation, local integration and where appropriate, resettlement.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Organize interviews with beneficiaries a week in advance in line with the list of prioritization assigned by the Child Protection Expert.

- Consult the physical file (including the BIA), the database and with the necessary social worker from IRC before the organization of any interview.
- Proceed with the conducting of interviews directly either in the camps or in the urban setting in line with the SOPs for the protection of refugee children and asylum seekers in the country and the 2008 BID Guidelines.
- Conduct home visits in order to collect information and inform beneficiaries of the BID procedure throughout the process.
- Analyse the situation of children at risk and make referrals as necessary.
- Evaluate the maturity of the child and their ability to give informed consent to share information. According to the age and maturity of the child, obtain their consent and the consent of their caregiver to share information with organizations specified, explaining the reason for each referral.
- Revise and correct BIDs in line with feedback given from the Child Protection Expert and present BIDs in front of the panel regularly.
- Update proGres events as well as the physical file and in the case tracking excel sheets. Ensure that the final version of the BID is saved in the K drive with the scanned signature page directly after the BID Panel.
- Inform his or her supervisor if there is any difficulty or delay in producing the required number of BIDs.
- Inform the child and family of the decision taken during the panel and explain to them the follow up actions. Ensure that responsibility is taken for completing all follow up actions needed.
- Participate in necessary trainings in order to remain up to date regarding BID procedures and the SOPs.
- Regularly participate in supervision sessions and team meetings organized by the Child Protection Expert.
- Perform other duties as required.

Authorities

- Prioritize persons of concern for interview, counselling and propose protection support for individual cases.
- Enforce compliance of local implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Enforce compliance with, and integrity of, all protection standard operating procedures.
- Submit individual payments request for persons of concern for approval.
- Make recommendations in the best interest of the children in question and complete BID reports.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- **Education**
 - Completion of secondary education with training/certificate in law, social sciences, public administration or a related field.
- **Job experience**
 - Minimum 2-5 years of previous relevant experience (Advanced University degree and/or Master's degree may be considered towards work experience)
- Direct experience of conducting best interest assessments and determinations desirable.
- Knowledge of work in PC, applications, spreadsheets, word processing and use of progress (UNHCR software).
- Ability to conduct interviews, to analyse and report on the situation of the beneficiaries.
- Ability to acquire knowledge of the organization's protection policies.
- Ability to work in the field.
- Planning and Organizing.
- Excellent knowledge of Turkish and fluency in English.
- Judgment and decision-making
- Analytical Thinking
- Political Awareness
- Stakeholder Management

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Negotiation skills.
- Reporting/drafting skills
- Exposure to UN rules, regulations and guidelines on security management

ELIGIBILITY

Candidates must be legally present in Turkey at the time of application, recruitment and hire. Non-Turkish citizens are required to submit a valid Turkish residence permit at application to be considered.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#), motivation letter, CV and Turkish residence permit (in case of foreign nationals) by e-mail with "*Your LAST name – Protection Associate (Child) – Istanbul (UNOPS)*" in the subject line to: TURANREC@unhcr.org by **30 January 2018**.

Shortlisted candidates may be required to sit for a written test. Only short-listed candidates will be notified. No late applications will be accepted.

UNHCR/UNOPS does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

REMUNERATION

A competitive compensation and benefits package is offered. Local UNOPS net monthly salaries are between TRY 6,129.00 and TRY 7,700.00 depending on experience. Please visit [UNOPS portal](#) to find out more about the organization and remuneration package.