

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. JORAM/HR/2019/Vac/054**

<b>Title of Post</b>	<b>Senior Protection Assistant, (BID/Child)</b>	<b>Category/grade</b>	<b>General Service, G5</b>
<b>Post Number</b>	<b>10015179</b>	<b>Type of contract</b>	<b>Fixed-term appointment</b>
<b>Location</b>	<b>Amman, Jordan</b>	<b>Date of Issue</b>	<b>01 September 2019</b>
<b>Effective date of assignment</b>	<b>1 January 2020</b>	<b>Closing Date</b>	<b>14 September 2019</b>

**Duration of initial contract: one year**

**Operational context:**

The ongoing conflict in Syria remains one of the largest displacement crises. The scale of the humanitarian emergency has worsened as the country has moved through eight years of war. Host countries, like Jordan, are struggling to maintain social and economic stability; over 85% of Syrians live below the national poverty line.

As of June 2019, a total of 753,376 refugees are registered with UNHCR Jordan. Over 87% are of Syrian nationality. While 16% of Syrians are registered in the camps, most of the Syrian refugees live in urban areas. Over 80% of out-of-camp refugees remain below the national poverty line of (\$100) per capita per month.

Despite the growing needs, potential cuts to services due to lack of funding as well as shrinking resettlement options result in additional pressure on key services, such as cash assistance, education and health. Those residing in the camps of Zaatari, Azraq and the Emirati Jordanian camp receive multi-sectoral assistance from a variety of agencies. However, the potential for diminished funding over time however threatens the maintenance of minimum standards across key sectors in the medium term. The Kingdom is also home to 56 other nationalities of refugees, predominantly from Iraq, Yemen, Sudan and Somalia. all of whom live in urban areas.

UNHCR's operation in Jordan is complex, dynamic and innovative. The operation moves at high speed and requires regular adaptability and flexibility. In the camps, UNHCR is involved in a range of activities and services, including camp coordination, community-based and protection, outreach, Child protection and SGBV, livelihoods, shelter and energy. In urban areas, refugees also receive monthly cash assistance, with UNHCR Jordan maintaining one of the largest and most innovative cash-based intervention programmes, as well as access to healthcare, community support & protection activities in collaboration with the Government of Jordan. Overall, the operation is large and still maintains a high degree of visibility, thus it still experiences an extremely high number of visitors, including over 250 high level visits in 2018 alone, including increasing interest from the Gulf and private sector.

Children constitute over half of the refugee population in Jordan. Main Child protection concerns include abuse and neglect as well as child labour, child marriage, family separation and emotional distress resulting from challenging and unstable living conditions, lack of hope and limited durable solutions. Unaccompanied or separated children as well as those children facing serious protection risks are therefore in need of quality case management services and effective and efficient identification of solutions.

In 2018, Child Protection Case Management agencies coordinated under the CPIMS Task Force, services over 7,500 children with comprehensive, quality Child Protection case management services. Given the protracted situations in most of the refugee producing countries of the population of concerns to UNHCR in Jordan, children and their families are facing serious protection concerns, including SGBV and limited prospects of return. Challenging gender

norms and cultural traditions result in widespread corporal punishment of children and high numbers of SGBV concerns including child marriages.

Given UNHCR's mandate on refugee protection, the Child Protection Unit within UNHCR plays a critical role in ensuring quality Child Protection Case Management services and capacity building of partners and key national stakeholders.

#### **Organizational Context:**

The Senior Protection Assistant (BID/Child) is part of the Protection Section. He/she is supervised by a Child Protection Expert Deployee and in their absence, by the Senior Protection Officer/Associate.

The primary responsibility of the incumbent is to conduct Best Interest Determination (BID) Reports for unaccompanied and separated children in line with agreed upon objectives with his/her supervisor. S/he will receive regular supervision in the form of review of his or her BID reports and structured, supervision sessions.

The incumbent works in a team with between one and four other child protection/BID caseworkers with a similar job description however, he/she will, when required, take on additional responsibilities such as mentoring of new caseworkers, preparing and facilitating BID Panel and case management meetings with external partners and conducting initial reviews of other caseworkers' BID reports. The incumbent will be required to take on some of the functions of the Child Protection Expert Deployee in his or her absence.

#### **Functional Statement:**

##### **Accountability**

- BIDs are produced each month using the BID report generated in proGres.
- The Child Protection Expert is assisted in the organization of the BID Panel and with the mentoring of caseworkers as required.
- Complete regular narrative and statistical reports of activities is done in accordance with the demands of the Child Protection Expert.

##### **Responsibility**

- 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 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 and the BID Guidelines.
- Receive refugees in a professional and respectful manner and be attentive to their needs, addressing them in a personal and adapted manner if the person has specific needs.
- Conduct home visits in order to collect information and inform beneficiaries of the BID procedure throughout the process.
- Analyze 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.
- 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 network 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.

##### **Authority** (*decisions made in executing responsibilities and to achieve results*)

- Make recommendations in the best interest of the children in question and complete BID reports.

- Analyze the credibility of information provided during interview and assess the possibility of fraud. Send all potential cases of fraud to the Senior Protection Officer.

#### Essential Minimum Qualifications and Experience:

- Education: completion of secondary education with training/certificate in law, social sciences, public administration or a related field.
- 4 years of relevant experience, including record-keeping and processing of information related to social protection of children.
- 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 analyze and report on the situation of the beneficiaries.
- Ability to acquire knowledge of the organization's protection policies.
- Ability to work in the field.
- Fluency in English and working knowledge of another relevant UN language or local language

#### Desirable Qualifications & Competencies:

- Negotiation skills.
- Reporting/drafting skills
- First aid training on PEP kit handling, Mines, UXO and accident, snake bite, etc
- Exposure to UN rules, regulations and guidelines on security management.

#### Required Competencies:

##### Cross-Functional Competencies

- Planning and Organizing

#### Eligibility / Internal candidates:

Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (IOM/49-FOM/50/2012 dated 15 June 2012). If you have questions regarding your eligibility, you may also contact the HR Unit.

Only applicants who have internal status are eligible to apply to vacancies that have been advertised internally. An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country.

Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation.

#### Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

#### Submission of Applications:

If you wish to be considered for this vacancy, please submit your **updated factsheet through the provided link <http://unhcrjordan.org/>** by the closing date.

**No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview.** UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

#### Distribution:

- All UNHCR staff members in Jordan.
  - UN organizations in Jordan.
  - Specialized Agencies.
  - Diplomatic Missions.
  - International NGOs.
  - Non-government Organizations.
  - Embassies
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## **CONSENT**

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

*Refugees – who cares? We Do*