

UNHCR Representation in China

Vacancy Announcement

Office of the United Nations High Commissioner for Refugees (UNHCR) invites applications for the below post.

Functional Title : Protection Associate
Number of recruits : 2
Contract/Grade : UNOPS, LICA-6
Duty Station : Beijing, China
Section/Unit : Protection
Duration : 01/09/2021 to 31/12/2021 (extendable subject to satisfactory performance and availability of funds)

Application closing date: 2 August 2021

1. General Background

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to provide protection (including assistance) and seek durable solutions for millions of refugees around the world. In the People's Republic of China, UNHCR registers and conducts refugee status determination for those seeking asylum, working to help refugees find solutions to their situations. UNHCR is involved with ensuring support for the protection of refugees, and works with Government authorities to build domestic capacity. In addition, it has a specific mandate for the prevention and addressing situations of statelessness.

2. Organizational Context

The Protection Associate is member of the Protection team and falls under the overall supervision of the Senior Protection Officer. He/she monitors protection standards, operational procedures and practices in protection delivery in line with international standards and provides functional protection support to information management and programme staff.

The Protection Associate is responsible for supporting all activities related to the processing of refugee claims in the Operation. He/she conducts interviews with asylum-seekers, both in person and through remote means, with the assistance of an interpreter where necessary. He/she may travel outside the Office to conduct these interviews, including in detention



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centres and other designated locations around the country. He/she conducts detailed analysis of available information on individual claims and drafts RSD assessments regarding eligibility to refugee status. He/she provides counselling to, and responds to queries from, asylum seekers and refugees regarding UNHCR's RSD procedures, their rights and obligations, including towards the host authorities, and the status of the processing of their claims. In discharging these responsibilities, the Protection Associate liaises closely with Registration, and other Protection staff.

The Protection Associate conducts interviews with recognised refugees to support the process of securing solutions, including resettlement-to-a-third-country. He/she drafts resettlement registration forms for submission to resettlement countries.

The Protection Associate is responsible for conducting research related to RSD and maintaining the Operation's local repository of relevant information, guidelines and standards. He/she assists in compiling and analysing information related to the RSD activities of the Operation, and in drafting related correspondence and reports. Working closely with other Protection staff, he/she will contribute to the development and delivery of protection capacity building activities and tools both for internal and external consumption.

3. Responsibility

- Conduct eligibility and status determination for persons of concern;
- Stay abreast of legal, political, security and other developments which impact on the protection environment, and in particular, on protection delivery through RSD;
- Providing counselling to, and respond to queries from, asylum-seekers and refugees, including the notification of RSD decisions both positive and negative;
- Maintain accurate and up-to-date records and data related to all work on individual cases;
- Assist in preventing and identifying fraud in RSD through oversight, advice and guidance to UNHCR staff, partners and persons of concern;
- Systematically apply an age, gender and diversity(AGD) perspective in the performance of assigned functions;
- Conduct research on issues related to RSD and maintain the Operation's local repository of relevant information, guidelines and standards accessible to RSD staff in the operations;
- Assist in monitoring RSD trends and in compiling and analysing RSD statistics related to RSD case processing;
- Assist in developing and maintaining processes to ensure that persons of concern, Government authorities and partners have accurate information on the RSD procedures, including UNHCR standards, policies and practice;
- Assist in initiatives to advocate with an support Government authorities to establish and strengthen fair and efficient RSD procedures and RSD decision-making;



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- Draft correspondence and reports relating to the RSD activities of the Operation
- Perform other duties as required.

4. Essential Minimum Qualifications and Professional Experience Required

- Education: Completion of secondary school. Additional certificate/training in International Law, Political Science, Social Work or related field is required;
- 3 years of relevant experience with High School Diploma; or 2 years of relevant work experience with Bachelor or equivalent or higher (related experience working with refugees and asylum-seekers would be an asset);
- Fluency in English and working knowledge of another relevant UN language or local language.

5. Desirable qualifications and competencies

- Analytical Thinking (required)
- Judgement and Decision Making (required)
- Political Awareness (required)
- Stakeholder Management (required)
- Experience working in a professional team environment (required)
- Competence in general office software (required)
- Working experience with procedures and principles related to RSD (preferred)
- Knowledge of International Refugee Law and Human Rights Law, and the ability to apply the relevant legal principles (preferred)
- Experience working with asylum-seekers and/or refugees (preferred)
- Experience working with vulnerable or traumatized individuals (preferred)
- Competence in general office software

Applicants who wish to be considered for this vacancy should send their (I) Letter of Motivation, (ii) CV, and (iii) signed Personal History Form (available at http://www.unhcr.org/hk/wp-content/uploads/sites/13/2017/10/UNHCR_Personal_History_Form_October-2017.zip) by email to chibe@unhcr.org with subject "Protection Associate (LICA-6) before 23:59 at 2 August 2021.



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Note:

- 1) Incomplete applications will not be considered.**
- 2) Only those short-listed for interviews will be notified and invited for written test and interview.**
- 3) UNHCR strongly encourages qualified female applicants to apply 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.**
- 4) Emails sending from domain @126.com, @163.com and @qq.com will be blocked in UNHCR account.**