



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

(STANDARD)

PART 1 – IDENTIFICATION OF POST

1.1 POST No. 415014

1.2 POST TITLE :Senior Protection Officer

POST GRADE: NOD

1.3 LOCATION : RO Canberra

PART 2 – POST REQUIREMENTS

2.1 DESCRIPTION OF RESPONSIBILITIES (Describe the specific tasks/responsibilities assigned to this post. If this is a regional post, please indicate also countries covered)

Within the UNHCR Regional Office Canberra's area of responsibility, which includes Australia, New Zealand, Papua New Guinea and 12 countries in the South Pacific:

1. Ensures protection of refugees, asylum-seekers, internally displaced persons and returnees by developing and maintaining close working relations with governments, legislators, non-governmental organizations and other interested entities;
2. Promotes the understanding of protection issues ensuring the observance of internationally accepted or legally binding standards;
3. Plans and supervises the development, coordination, implementation and monitoring of protection activities;
4. Provides legal advice and guidance on protection issues to all staff and ensures implementation of policy objectives, and timely and appropriate responses to reporting requirements;
5. Drafts official UNHCR comments on draft laws, existing legislation or on government policy documents; subsequently negotiates with state authorities and relevant experts about protection issues to safeguard international legal standards and secure appropriate and effective influence of UNHCR on legislation and state policies with regard to refugees and other persons of concern;
6. Acts as officer-in-charge in the absence of the Regional Representative; and
7. Undertakes other duties as required

2.2 MINIMUM ESSENTIAL QUALIFICATIONS (to perform work of the post)

2.2.1 COMPETENCIES (List the reference numbers and names of the applicable functional and managerial competencies – CMS booklet provides reference numbers, competency names, definitions and indicators – considered to be particularly relevant and most desirable for appointment to the above post)

<u>Code</u>	<u>Managerial Competencies</u>	<u>Code</u>	<u>Functional Competencies</u>
1. <input checked="" type="checkbox"/> MC01	Strategic Planning	1. PT01	Developing a Strategic Protection Framework.
2. <input checked="" type="checkbox"/> MC02	Leadership	2. PT02	Protecting Refugees and other Persons of Concern to UNHCR.
3. <input checked="" type="checkbox"/> MC03	Managing Performance	3. PT04	Providing Legal support and Advice.
4. <input checked="" type="checkbox"/> MC04	Coaching and Developing Staff	4. PT05	Promoting Refugee Law/Protection Principles.
5. <input checked="" type="checkbox"/> MC05	Managing Resources	5. PT07	Providing Protection Information
6. <input checked="" type="checkbox"/> MC06	Political and Organization Awareness		

2.2.2 EDUCATION

- PRIMARY EDUCATION
 SECONDARY EDUCATION
 UNIVERSITY DEGREE
 ADVANCED UNIVERSITY DEGREE
 HIGHEST LEVEL UNIVERSITY DEGREE

DISCIPLINE (Please specify): Law, International Law or related field

2.2.3 JOB EXPERIENCE (Indicate the minimum number of years of practical experience required by the post)

Previous Job Experience : 10 years
Job Experience relevant to the function : 10 years
(defined functional competencies):
In an International capacity: 5 years

2.2.4 LANGUAGE(S)

Essential to perform work of post (Please refer also to Post Vacancy Notice)

English French Spanish Arabic Russian Chinese
 Other language(s) (Specify): Any other UN language

2.3 DESIRABLE QUALIFICATIONS & COMPETENCIES (such as UNHCR Learning Programmes /Other training / additional languages /Field, HQs experience, etc...)

Good Communication skills are essential
Completion of the UNHCR Protection Learning Programme is desirable
Completion of the UNHCR Management Learning Programme is desirable

PART 3 – JOB ANALYSIS QUESTIONNAIRE

3.1 SUPERVISION EXERCISED (Indicate the post number and grades of classified posts directly supervised by the post, where appropriate) :

Professional : May supervise some professional staff
General Service : Supervises 3 national staff
Consultant :
Other (specify) : Supervises interns, as required

3.2 SUPERVISION RECEIVED (Describe the nature and extent of direct or indirect guidance exercised by the supervisor and the degree to which guidelines apply in the performance of the duties of the post)

Supervised by the UNHCR Regional Representative, and also receives technical supervision from the Regional Protection Hub, and Headquarters' Division of International Protection Services.

3.3 WORK RELATIONSHIPS AND CONTACTS (Describe the nature or type of contact related to the post. With whom and for what purpose?)

Within UNHCR(In the case of a Line Manager's post, please indicate also the post number/title of the regional global post indirectly supervised): Reporting to the Regional Representative, acts as advisor or representative of the organization with authority to discuss protection problems and seek common ground on which to recommend solutions based on guidelines provided by higher authority.

With EXTERNAL Parties:

To act as advisor or representative of the organization with authority to discuss protection problems and seek common ground on which to recommend solutions based on guidelines provided by higher authority. Contacts are predominantly with persons on subject matters of importance to the organization's programmes (e.g. counterparts in other organizations or at the equivalent working level in national governments).

3.4 IMPACT OF WORK (Indicate the level of decision making and the effect of proposals and recommendations made by incumbent of the post. Please indicate also, what are the consequences of errors on the objectives of the Organisation resulting from the decisions, recommendations and proposals made at the level of the post under review.)

Proposals may directly affect the design or operation of systems, programmes or services. Decisions may directly affect the treatment for asylum-seekers and refugees. Errors may additionally damage the organization's credibility, as well as the level of protection afforded to persons of UNHCR's mandated concern.