UNHCR JOB DESCRIPTION

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

DATE SUBMITTED*:*

PART 1A - CLASSIFICATION DATA

A.1 CURRENT / OFFICIAL POSITION DATA

Position No.: 10019186 BC Authorisation [1]: CCOG Code [1]:

Position Title: Associate Protection Officer (Children)

Position Grade**:** P2 Position Category: JPO

Position Location: Geneva

Supervisor Position No: 10001760 Position Title: Senior Adviser (Child Protection) Position Grade: P4

(for Global Positions only)
Line Manager [2] Position No**:** Position Title: Snr. Adviser (Children) Position Grade: P4

JUSTIFICATION (☐ Creation / X Revision**) –** *Explain below why the creation of position is needed. If the position is to be revised, explain any new contextual developments or changes in position requirements that justify the review. If this is a Regional position, indicate also countries covered.*

This position is revised in order to reflect change in the staffing structure of the Child Protection Unit and in order to be aligned with other revised roles and responsibilities in the Unit, including a revision of the Job Description for the Senior Adviser (Child Protection).

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(1) To be completed by PCU
(2) Line Manager is the person in the Field responsible for facilitating the work of a Regional Global Officer
(3) Standard job functions for which job descriptions are not yet available on the intranet

ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, it's external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

UNHCR places the highest importance on the provision of effective protection to children of concern, who make up of 51% of all person falling under its mandate. UNHCR uses a rights and community-based approach, with a strong emphasis on inclusion within national child protection and education systems and services, to address the protection needs of refugee and other children of concern.

The Child Protection Unit in the Division of International Protection (DIP) works in close collaboration with other teams in DIP, with the regional Bureaux and with the Division of

Programme Support and Management, among others including the Division of External Relations. Child protection is recognized as global organizational priority for UNHCR.

Despite efforts to improve child protection programmes, operations continue to face serious challenges in meeting UNHCR standards in this area of protection. Dedicated child protection staff positions are needed to provide technical support to improve UNHCR's operational capacity to deliver effective protection to children of concern. Under the overall supervision and guidance of the Senior Adviser (Children), the incumbent of this position will have a specific role in supporting UNHCR operations in the practical implementation of UNHCR's global policies and priorities relating to protection of children, in both emergency and protracted situations, in developing countries as well as in middle-income and in industrialized countries. The incumbent is expected to be a professional with proven experience in child protection and is able to support the operationalization of the protection of children in situations of forced displacement situations and mixed migration contexts.

FUNCTIONAL STATEMENT. *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability *(key results that will be achieved)*

- ✓ Country operations receive timely, effective and field oriented technical advice on child protection.
- ✓ Child Protection programmes are in line with UNHCR protection guidelines and policy and UNHCR's global strategy for Child Protection.
- ✓ Country and regional protection strategies reflect child protection priorities.
- ✓ UNHCR emergency response address the specific needs of boys and girls.
- ✓ Key organizational child protection priorities such as birth registration, youth, children in mixed migration, best interests procedure and community-based child protection are advanced.
- ✓ UNHCR global population and programme data related to children, boys and girls, is systematically analysed and supports evidence-based planning and programming

RESPONSIBILITIES

1. Provide technical advice regarding the implementation of UNHCR's protection mandate as it relates to children:

- Provide technical advice and support to UNHCR operations to ensure protection needs of children are addressed effectively, particularly through the implementation of UNHCR's Framework for the Protection of Children, which relates to girls and boys being safe, children's participation, child-friendly procedures, legal documentation, including birth registration, children with specific needs receiving targeted support, and children having access to solutions in their best interest.
- Advance the protection of children especially as it relates to children in mixed migratory flows ("children on the move") in line with UNHCR's mandate, through technical support to operations and the development of relevant tools and guidance.

- Support emergency operations through the development of practical tools and by providing operational advice to UNHCR's emergency response to ensure specific needs and considerations relating to children are effectively addressed from the onset of an emergency.
- Provide operational support to selected country offices in the development and implementation of their Child Protection strategies and promote new and appropriate programming approaches.
- Guide UNHCR's emergency response to ensure specific needs and considerations relating to children and youth are effectively addressed from the onset of an emergency

2. Increase UNHCR's institutional capacity to respond to the protection needs of children

- Develop organizational capacity in child protection by identifying training needs, supporting the development of training material and facilitating training events.
- Develop an annual training agenda on topical child protection themes for regular webinar sessions, which the incumbent will be responsible for coordinating and facilitating/co-facilitating.
- Promote the generation of learning and good practice relating to protection of children in different operational contexts.
- Identify capacity gaps in the field and manage deployment of child protection experts through deployment schemes and stand-by arrangements .
- Support the implementation and dissemination of the Minimum Standards for Child Protection in Humanitarian Action in UNHCR operations
- Enhance awareness of Child Protection by briefing new staff, facilitating presentations to external audiences and supporting the production of awareness raising material.
- Support the development of new, or update existing, organizational child specific policies and guidance to ensure these remain relevant and effective in light of new and emerging trends and risks facing children

3.Monitoring and Analysis in order to strengthen child protection response in forced displacement

- Review UNHCR country operations plans and advice Regional Bureaux and Country Operations on appropriate child protection approaches.
- Promote the systematic collection of data related to boys and girls, and ensure data is analysed and supports evidence-based planning and programming and is used to monitor implementation of policy priorities, including the Global Strategic Priorities.
- Stay abreast of global trends and recent learning in order to promote innovative and evidence-based responses to address the continually evolving protection risks facing children and youth, in particular regarding case management, alternative care, child labour, family tracing, prevention and response to violence and abuse, child recruitment, and trafficking by adapting a child protection systems approach
- Monitor global and regional trends related to protection of children and stay abreast of emerging evidence on how to prevent, mitigate and address these risks.

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

- ✓ Enforce local compliance with UNHCR's global protection policies and standards.
- ✓ Prepare plans and conduct field missions
- ✓ Represent UNHCR in internal and external meetings and local protection related fora.
- ✓ Undertake technical support missions

2.3 REQUIRED COMPETENCIES, *which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and list up to six functional competencies. Select a maximum of three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.*

Code	Managerial Competencies
1. ☒ M001	Empowering and Building Trust
2. ☐ M002	Managing Performance
3. ☐ M003	Judgement and Decision Making
4. ☒ M004	Strategic Planning and Vision
5. ☒ M005	Leadership
6. ☐ M006	Managing Resources

Code	Cross-Functional Competencies
1. ☒ X001	Analytical Thinking
2. ☒ X002	Innovation and Creativity
3. ☒ X003	Technological Awareness
4. ☐ X004	Negotiation and Conflict Resolution
5. ☒ X005	Planning and Organizing
6. ☒ X006	Policy Development and Research
7. ☐ X007	Political Awareness
8. ☒ X008	Stakeholder Management
9. ☒ X009	Change Capability and Adaptability

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED. *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*

- ✓ Advanced University Degree in International Law, Human Rights, International Development, International Relations, Anthropology, Political or Social Science, or other related field
- ✓ At least two years of progressively responsible experience in the field of protection of children, broader protection or social work involving children and youth.
- ✓ Thorough understanding of child protection, and practical child protection experience from a national context but preferably also from humanitarian, development or forced displacement situations.
- ✓ Previous experience in work involving individual children, including case management is highly desirable
- ✓ Excellent analytical skills and English drafting skills and an excellent oral command of English; knowledge of another UN language highly desirable.
- ✓ Experience of working in national child protection systems an asset.
- ✓ Flexible work attitude, the ability to work independently.
- ✓ Excellent interpersonal and communication skills: demonstrated ability to successfully and effectively communicate with people in a multi-cultural environment.

DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

- ✓ Field experience in a humanitarian settings
- ✓ Training and coaching skills/Facilitation of Learning
- ✓ Knowledge of another UN language.
- ✓ Inter-agency experience an asset
- ✓ International and/or field experience highly desirable.