TERMS OF REFERENCE (JPO)

UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

1. GENERAL INFORMATION:

TOR created/updated on	Date
Title	Associate Protection Officer
Department/Unit	Protection
Duty Station (City, Country)	Mae Sariang, Thailand
Duration of the assignment	One year renewable.

2. SUPERVISION:

Name and title of Supervisor: Linmei Li, Senior Protection Officer, Mae Sot

Content and methodology of the supervision

The Associate Protection Officer will work under the direct supervision of the Protection Officer in Mae Sariang, Thailand and Senior Protection Officer, Mae Sot. The Senior Protection Officer will supervise and provide technical support/guidance to
the incumbent for planning purposes, daily activities and ensure timely review, feedback and evaluation of the work, as set out in the "duties and responsibilities" below.

3. DUTIES AND RESPONSIBILITIES:

- Liaise with the local authorities and operational partners on issues relating to protection and assistance of refugees and other persons of concern to UNHCR. Ensure local authorities adhere to internationally recognised principles concerning refugee, humanitarian and human rights law. Intervene promptly with the authorities in close co-ordination with the Protection Officer when necessary.

- Monitor the situation and respond to the needs of new arrivals, asylum-seekers and refugees in the camps/ detention places/border areas; Regularly gather information on their protection needs and situation. Follow up on cases with individual protection issues as needed.

- Oversee the protection database in the office; Ensure updates of individual protection cases are entered; Ensure necessary notes on cases are entered into the UNHCR (proGres) database; Compile monthly statistics.

- Oversee child protection activities in the office, including oversight of Best Interest Determinations; Represent UNHCR in local child protection meetings; Serve as the focal point of Children Affected by Armed Conflict/Monitoring and Reporting Mechanism; Individual case monitoring/follow-up; Represent UNHCR in child-related meetings in Bangkok, as needed; Contribute to the enhancement of the Child Protection Referral System.

- *In the context of the significantly improved situation inside Myanmar, UNHCR will prioritize voluntary repatriation during 2016 and 2017 above all other durable solutions for the refugees in the nine camps along the border. The Associate Protection Officer will therefore be required to prioritize the inter-office response in supporting voluntary repatriation.*

- Attend protection/coordination platforms set up in camps (including the camp coordination meeting and the Protection Working Group meeting).

- Closely monitor the implementation of UNHCR-funded projects and ensure the provisions of the agreements signed with implementing partners are adhered to; In cooperation with other field office staff, review and provide comments on protection-related sub-projects monitoring reports.

- Prepare written reports on individuals with protection concerns or general protection issues encountered in the camps.

- Provide technical guidance and support to local staff on a wide range of refugee protection issues based on applicable international standards and UNHCR guidelines.

- Undertake any other duties as required.

4. ACCOUNTABILITY *(Please list the key results that will be achieved)*

• Protection incidents are immediately identified and addressed.

• UNHCR maintains accurate and updated case management records and statistics.

• Child protection activities are strengthened and expanded and new initiatives are introduced.

• The protection of populations of concern is met through the application of International and National Law, relevant UN/UNHCR protection standards and IASC principles.

• The participation of persons of concern is assured through continuous assessment and evaluation using participatory, rights, AGD, and community based approaches

5. AUTHORITY *(Please describe the decisions to make for executing responsibilities and achieving results)*

- Intervene with authorities on protection issues
- Negotiate locally on behalf of UNHCR
- Enforce compliance of staff and 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

6. QUALIFICATIONS AND EXPERIENCE:

Please describe accurately the required educational background. As for experience, indicate if it is required or desirable

Essential minimum qualifications and professional experience required:

- University degree in Law, International Law, political Sciences or related field
- Minimum 4 years (2 years with advanced University degree) relevant professional experience, preferably in the area of refugee protection, human rights or international humanitarian law
- Knowledge of International Refugee Law and Human Rights Law and ability to apply relevant legal principles; Knowledge of and experience in child protection a benefit.
- Strong drafting, communication, and analytical skills.
- Excellent knowledge of English and working knowledge of another UN language.
- Experience in working with vulnerable or traumatized individuals.
- Ability to travel regularly to the field.

7. LANGUAGES:

Please delete the languages which are not required.

Essential: English

8. REQUIRED COMPETENCIES:

They illustrate behaviors that are essential and 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 five Cross-Functional Competencies.

Code	Managerial Competencies	Code	Cross-Functional Competencies
1. ☐ M001	Empowering and Building Trust	1. ☒ X001	Analytical Thinking
2. ☒ M002	Managing Performance	2. ☐ X002	Innovation and Creativity
3. ☒ M003	Judgement and Decision Making	3. ☐ X003	Technological Awareness
4. ☐ M004	Strategic Planning and Vision	4. ☒ X004	Negotiation and Conflict Resolution
5. ☐ M005	Leadership	5. ☒ X005	Planning and Organizing
6. ☐ M006	Managing Resources	6. ☐ X006	Policy Development and Research
		7. ☒ X007	Political Awareness
		8. ☐ X008	Stakeholder Management
		9. ☒ X009	Change Capability and Adaptability

9. TRAINING COMPONENTS AND LEARNING ELEMENTS:

Training components:

Please indicate activities through which the learning process will be structured for the JPO.

The incumbent will have occasion to participate in internal training/ capacity building activities organized by UNHCR. S/he will have access to apply to learning programmes organized by UNHCR's Global Learning Centre.

Learning elements:

Please indicate what the incumbent will learn during the assignment, defined in measurable results through applied skills or demonstrated competencies and specified per year.

The incumbent will gain a comprehensive understanding and knowledge of international refugee law and related legal instruments, including a thorough understanding of UNHCR's protection mandate, standards and procedures. S/he will strengthen her legal and analytical skills, as well as writing skills.

The incumbent will gain a solid understanding and experiences in child protection, SGBV, case management, database management, conflict negotiation, partner coordination, and will gain supervisory and management skills.

10. OPERATIONAL CONTEXT:

Please avoid abbreviations or any information which are for internal use only. Ensure to include the following:

- *general information about the organizational structure of the local UNHCR organization*
- *general outlines about the program/project*
- *outline about planned developments concerning the program/project*

- The UNHCR Field Office based in Mae Sariang is responsible for two camps – Mae Ra Ma Luang and Mae La Oon in Sob Moei District, Mae Hong Son province (2 hours driving time). The majority of refugees in the camps are ethnic Karen from Myanmar.
- UNHCR works in co-ordination with the Royal Thai Government, NGOs, and Community-Based Organizations (CBOs) to ensure that refugees are provided with necessary assistance and protection.
- The office is comprised of 20 staff, including two international staff. Staff work in the following fields – protection, field, admin, BID (best interest determination for children), resettlement/durable solutions, registration/IT, interpretation, and drivers.
- The office forms a part of the Thailand border operation, which includes four field offices and nine refugee camps along the Thai/Myanmar border.

- Thailand is not a signatory to the 1951 Convention/1967 Protocol relating to the Status of Refugees and there is no domestic legislation relating to asylum and protection of refugees. In the absence of domestic asylum law, all aliens who enter or live in Thailand without proper documentation are violating immigration law and are subject to arrest, prosecution, detention and deportation regardless of their status as asylum-seekers or recognized refugees under UNHCR's Statute. For the border camp population, a set of administrative rules found under Article 17 of the 1979 Immigration Act (amended in 1992) provides a legal framework to allow for their temporary stay in camps, preserving a limited asylum space. While refugees in the camps are permitted to remain temporarily in Thailand, however, they continue to be without a legal status, per se.
- In the absence of national laws on asylum, executive bodies of the Royal Thai Government (RTG) dealing with national security matters, such as the National Security Council (NSC), the military, and the Ministry of Interior (MOI), play a significant role in the formulation of refugee policy. Without a legal framework on asylum and refugee protection, the approach adopted lends itself to ad hoc arrangements swayed by the particular circumstances and nationality of persons concerned, as well as, the prevailing political climate
- Myanmar nationals form, by far, the largest group of "displaced persons" (refugees) in Thailand. They have resided in nine "temporary shelters" (camps) in four provinces close to the Thailand-Myanmar border since 1984. Due to the

significantly improved situation inside Myanmar and the increased possibility of voluntary repatriation, the office is focused on the pursuit of durable solutions, particularly in the form of voluntary repatriation as well as addressing core protection issues in the camps.

11. LIVING CONDITIONS:
(for field operations only, N/A for HQ)

As applicable, please provide detailed information on:

- *housing/accommodation*
- *health care*
- *educational facilities*
- *important cultural matters*
- *security*
- *other (general costs of living, transports, communication, banks…)*

Mae Sariangis classified by the International Civil Service Commission as a category C family duty station. According to the United Nations Department of Safety and Security, the security level for Mae Sariang is Low-2.

UNHCR Field Office in Mae Sariang is located in the provincial capital of Mae Hong Son in central Thailand. Bangkok, the largest city in Thailand, is located approximately 860 kms from Mae Sarinag, a distance which takes approximately 9 hours to travel by car. Mae Sariang is one of the hottest towns in Thailand however, winter months the temperature does cool down considerably. The provincial area is mountainous and borders Myanmar to the west. Mae Hong Son Province is the most mountainous province in Thailand.

Telephone, internet, cable, fax, radio and postal services are available. As Mae Sariang is a popular town with tourists, a number of activities are available, including hiking, white water rafting, swimming, and horse riding. UNHCR is the only UN agency in town and there are no NGOs with international staff in the area.

Generally it is safe and relatively inexpensive to stay in Mae Sariang. There is a government provincial hospital and private hospitals in Chang Mai which can provide medical treatment. More advanced medical treatment is available in Bangkok. There is no international school in the area.