



United Nations High Commissioner Refugees (UNHCR)

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy Notice No.: 2015/HCR/SSDYA/071

**Please circulate widely in other agencies
and government offices at your duty stations.**

Title of Post	Assistant Community Services Officer	Grade	NOA
Post Number	10015273	Date of Issue	11/11/2015
Location	Yambio, South Sudan	Closing Date	24/11/2015

ORGANIZATIONAL CONTEXT. Define *the role of the position within the team, describing its leadership role, if any, its 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.*

The Assistant Community Services Officer is part of the Community Services Unit in the Country Operation, which is an integral part of the Protection team. The incumbent normally reports to the Head of Unit. The Community Services role, broadly described, is to act as a critical interface between UNHCR and communities of concern, providing an AGD sensitive analysis of community risks and capacities that form the essential foundations to all UNHCR work in a given country context. Under the overall direction of the Protection Unit, and in coordination with other UNHCR staff, government, NGO partners and other stakeholders, Community Services staff work directly with communities to leverage their capacities for community based protection. To fulfil this role, the Assistant Community Services Officer, and all Community Services staff, are required to spend a substantial percentage of their time working outside of the office, building and maintaining networks within communities of persons of concern.

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

Accountability (key results that will be achieved)

- The country operation has systems in place to promote and undertake participatory and community-based protection activities which address the social, cultural, and livelihood needs of populations of concern.
- Evolving, AGD sensitive analysis of community risks and capacities provides the essential basis for all of UNHCR's work.

Responsibility (process and functions undertaken to achieve results)

- Stay abreast of political, social, economic and cultural developments that impact on the protection environment.
- Assist in advising the country senior management on community-based protection aspects of the country protection strategies.
- Participate in consultative processes with government counterparts, partners and persons of concern to develop and implement community-based protection strategies.
- Establish links with inter-agency capacity building initiatives which promote participatory, community-based and AGD approaches.
- Establish systems, including those managed by communities, to ensure that individual cases identified at the field level are assessed, referred as appropriate, and followed up using ProGres or other established case management systems.
- Assist in guiding programme/protection units, country offices and partners, in order to integrate participatory, community-based and AGD approaches in the overall protection strategy.
- Provide analyses on protection risks to communities of concern as well as their capacities and resources for community-based protection and self-protection initiatives.
- Work with implementing and operational partners as well as with displaced and local communities to develop community-owned activities to address, where applicable, the social, educational, psycho-social, cultural, health, organisational and livelihood concerns as well as child protection and prevention and response to SGBV.

- Assist in implementing regular participatory assessments and maintain on-going consultation with persons of concern using multifunctional teams.
- Assist in the planning and monitoring of programmes and budgets through an AGD perspective.
- Assist in building Office capacity for community-based protection through training and establishing systems for community mobilization and participation of persons of concern.
- Contribute to UNHCR communications strategies by emphasizing the participatory and community-based and AGD approaches.
- Monitor community services budget and expenditures and advocate with senior management for (re)allocation of resources within the country envelope to meet new and/or outstanding needs.

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

- Contribute to the enforcement of participatory AGD sensitive analysis as an essential basis for all of UNHCR's work.
- Design the community-based protection strategy, project submissions and the budget for endorsement by the Senior Protection Officer or the Representative.
- Intervene with authorities on community-based protection issues.

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.*

- Education: University degree in Anthropology, International Development, Cultural Studies, Human Rights, International Social Work, Social Sciences, or other clearly related disciplines.
- Job Experience: Minimum 2 year professional working experience, in the areas of community services, social work or/and human rights or related tasks in government, NGO or international organisation.
- Excellent knowledge of English and working knowledge of another UN language.

(In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.)

*** *For National Officer positions, very good knowledge of local language and local institutions is essential.*

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.*

- Protection work experience or working in programme in the humanitarian sector in the field an asset.
- PLP (Protection Learning Programme)
- OMLP (Operations Management Learning Programme)

Submission of Applications

This vacancy is open for qualified South Sudanese **ONLY**. **Female candidates are encouraged to apply.**

IMPORTANT

Please send your application addressed to Human Resources Officer, UNHCR Representation Office, Juba or via email to ssudjurhr@unhcr.org, **not later than 24 November 2015 at 12:00 Noon.**

Applicant should clearly indicate the Title of the Position and vacancy notice number on the envelope or in the subject line of the email. **Applicants are required to submit motivation letter, P11 and also copy (copies) of degree (s).** Documents submitted shall not be returned to the applicants. Due to the volume of applications only short listed candidates will be notified. Candidate who are shortlisted must be subjected to both written test and interview. **Late and incomplete applications will not be considered**

UN Personal History Form (P.11) is available in the UN Website, www.un.org or you can collect it from UNHCR Office, located at Ministries Road, behind Sudan Council of Churches (SCC).

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