



UNHCR

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

UNHCR REPRESENTATION IN INDONESIA
INTERNAL/EXTERNAL VACANCY NOTICE

No. 12/INSJA/004-UNOPS



Functional Title : Protection Associate (three positions)
Category & Level : UNOPS/G-6 Level
Duty Station : Medan, Tanjung Pinang, Makassar
Entry on Duty : 2 January 2013
Duration : 3 months with possibility of extension to 31 December 2013
Closing Date : 12 October 2012

Duties and Responsibilities

Under the direct supervision of the RSD Officer and overall supervision of the Senior Protection Officer, the incumbent will perform the following duties in his/her area of responsibility:

1. Conduct refugee status determination (RSD) interviews, drafting legal assessments and making recommendations on refugee status in a timely and effective manner, in accordance with UNHCR guidelines and procedural standards;
2. Conduct between 12-16 RSD 1st instance interviews a month and finalize equal number of RSD assessments per month;
3. Provide RSD counselling services to refugees and asylum seekers;
4. Ensure that all persons of concern interviewed will receive a RSD decision in a timely manner, as per UNHCR procedural standards
5. Conduct researches (on country of origin and legal issues), managing and improving the country of origin knowledge base;
6. Inform and act upon reports received from the persons of concern within the refugee community, Immigration detention centre &/or from the local authorities with guidance from UNHCR Jakarta;
7. Follow up on protection issues with the authorities concerned, including court cases concerning persons of concern in the area of responsibility on request from UNHCR Jakarta;
8. Undertake missions to conduct RSD activities in detention centres in other remote locations in Indonesia, as required;
9. Perform other duties, as required.

Qualifications/Requirements

Education: Minimum completion of secondary education but preferably a University Degree in law, Political science or related disciplines.

Experience: Four (4) years work experience in similar area or in the human rights field. Experience of working in a multi-cultural environment or international context an added asset.

Nationality: Citizen of Indonesia; Non-citizen with Indonesian PR.

Languages: Excellent knowledge of English and Bahasa Indonesia (written and oral) highly essential; knowledge of other UN languages is an asset.

Desirable Skills: Communication; Computer and Windows literate; Good knowledge of UNHCR's protection mandate; Excellent writing; Good interviewing techniques. Ability to work independently with minimal supervision.

Working Relationships:

- (i) Within UNHCR involving the exchange of a wide range of information;
- (ii) With External Parties: Local Authorities, other NGOs and International Organizations.

Supervision exercised and guidance given

On-the-job training will be provided to the successful candidate.

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Candidates who wish to be considered for this vacancy should send their motivation letter, CV and **signed** Personal History/P.11 form (available at www.unhcr.org/recruit/p11new.doc), to **UNHCR Indonesia** at:

**Menara Ravindo Lt. 14
Jl. Kebon Sirih Kav. 75
Jakarta 10340**

Or via e-mail to INSJA@unhcr.org

IMPORTANT: Candidates must indicate the **post title and preference duty station** on the envelope or subject of e-mail.

Applications from all gender and persons with disabilities are encouraged. Late applications will not be considered.

Only those short-listed for interviews will be notified.

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JAKARTA, 26/09/2012