



Internal/external Vacancy Notice

Protection Assistant in the Czech Republic – GL-6

United Nations High Commissioner for Refugees (UNHCR)

The United Nations High Commissioner for Refugees (UNHCR) seeks a candidate to work as Protection Assistant at its National Office in Prague, Czech Republic.

Contract period

12 months on a UNHCR fixed-term contract for the period 1 February 2011 – 30 January 2012.

Remuneration Package

As per UNHCR Staff Rules and Regulations.

Tasks

Under the supervision and guidance of the Head of Office, the incumbent will perform the following tasks:

Undertake regular missions to asylum facilities and monitor at random interviews carried out by the asylum authorities;

Assists with the study of individual cases of interest to UNHCR and prepares correspondence with the relevant counterparts;

Informs and acts on the reports received from refugees within the refugee community or from the local authorities, as required;

Follows-up on protection issues with authorities concerned, including court cases concerning refugees;

Maintains liaison with camp officials, other officials concerned with protection issues, including those in the judicial system;

Assists in assessing welfare and providing assistance to the refugee caseload in detention centers;

Assists in the dissemination of refugee law and the aims and policies of UNHCR in the Czech Republic;

Acts as interpreter and translator when needed;

Performs other duties as required.

Qualifications

Post-secondary certificate/training in International Law, Political Science or related fields.

Strong analytical, communication, inter-personal, organizational and advocacy skills.

Knowledge of the local language and excellent knowledge of English and/or another relevant UN Language.

Ability to work independently and as part of a team.

Knowledge of the refugee/integration structures in the Czech Republic.

Knowledge of MS Word, Excel applications.

Learning Opportunities

UNHCR is a continuous learning organization and all persons working with UNHCR undertake regular training.

Applications

Internal candidates are General Service staff members currently serving at the duty station where the vacancy exists, who have been appointed through the APPC. Only staff members who have served for a minimum of one year in their present post will be eligible to apply for vacancies. Interested staff members should consult the revised APPC Procedural Regulations, regulations 16-19 on eligibility to apply for a General Service Vacancy, before submitting an application.

External candidates must be legally present in the Czech Republic at the time of application, recruitment and hire.

Interested candidates are invited to download a Personal History (P11) form from: <http://www.unhcr.org/pages/4a2fcd4091.html>. Completed forms are to be submitted with a motivation letter and detailed resume in English, with copies of certificates/diplomas by mail, addressed to: Úřad UNHCR v České republice, Náměstí Kinských 6, 150 00, Praha 5

Electronic applications should be sent by e-mail to: dostalov@unhcr.org

Deadline for applications: **31 December 2010.**

Only short-listed candidates will be contacted for an interview.