

TERMS OF REFERENCE (JPO)

1. GENERAL INFORMATION:

Title	Associate Protection Officer
Level	P-2
Office	Protection Unit, UNHCR Country Office
Duty Station (City, Country)	Bamako, Mali (Non-family duty-station)
Duration of the assignment	Two years, subject to satisfactory performance (probation period: one year). Extension for a third year (possibly at headquarters or a regional office) will depend on availability of financial resources and the candidate's performance.
Contract type	Fixed-term (Junior Professional Officer, JPO)

2. SUPERVISION:

Title of First Level Supervisor:

Protection Officer (P-3)

Title of Second Level Supervisor:

UNHCR Representative in Mali

Content and methodology of the supervision:

The Associate Protection Officer is supervised by the Protection Officer. She/he will work closely with other members of the Protection Unit and the Representative. The incumbent will receive the necessary guidance as appropriate for her/her duties and responsibilities. Leadership will be provide in terms of outlining the tasks under UNHCR Protection Policy.

The Protection Officer guides the daily work of the JPO to focus on the objectives of the protection strategy of the office, in line with UNHCR protection guidelines, the Country Operations Plan for 2018 and 2019 and the Multi Year Multi Partner Protection and Solutions Strategy (2018 – 2022).

For review, there is an annual electronic Performance Appraisal Document (EPAD) with a mid-year review. Functional competencies, as well as work objectives are set at the beginning of the year by the supervisor and the JPO, with an opportunity to revisit the objectives at mid-year should there be changes in the operation. The JPO reports to the supervising officer on a daily basis, with a mid-year and end of year review over the rated performance evaluation.

Methodologies for supervision will entail an inclusive management style based on an approach by which responsibilities are delegated in a measurable way, set in writing, with an agreement on the incumbent's level of authority and resources. The incumbent will benefit from non-directive coaching. The supervisor will provide support to the incumbent check for progress made towards performing responsibilities assigned.

3. DUTIES AND RESPONSIBILITIES:

- Promote International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Foster their consistent and coherent interpretation and application through mainstreaming in all sectors and /or in clusters in applicable operations.
- Assist in providing comments on existing and draft legislation related to persons of concern.
- Provide legal advice and guidance on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Provide advice on eligibility and status determination for persons of concern in compliance with UNHCR procedural standards and international protection principles.
- Participate in the protection cluster.
- Recommend durable solutions for the largest possible number of persons of concern through voluntary repatriation, local integration and where appropriate, resettlement.
- Assess resettlement needs and apply priorities for the resettlement of individuals and groups of refugees, help to identify refugees in need of resettlement.
- Interview refugees in need of resettlement and prepare Resettlement Referral Forms (RRF), in line with Resettlement SOPs. Update anti-fraud mechanisms for resettlement activities. Conduct BIA/BID when needed.
- Promote and contribute to measures to identify, prevent and reduce statelessness.
- Analyse statistics, trends, and other documents, and draft reports.
- Implement and oversee Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Oversee and manage individual protection cases including those on SGBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents through working relations with governments and other partners.
- Contribute to capacity-building initiatives for communities and individuals to assert their rights.
- Participate in initiatives to capacitate national authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Perform any other related tasks as required.

4. ACCOUNTABILITY

- 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 protection strategy incorporates a thorough age, gender and diversity (AGD) analysis and reflects the Organization's global, regional and country level priorities.
- The Participation of persons of concern is assured through continuous assessment and evaluation using participatory, rights and community based approaches.
- Protection incidents are immediately identified and addressed.

5. QUALIFICATIONS AND EXPERIENCE:

Qualifications:

University degree (MA) in Law, International Law, Social Sciences, Political Sciences or related field.

Experience:

At least 2 years, preferably 3 years, of relevant professional experience required.

Experience in Refugee Status Determination and/or Resettlement and/or with Internally Displaced Persons desirable.

Field experience in West Africa desirable.

Skills:

Excellent written and oral presentation skills. Excellent knowledge in MS Word, Excel and ProGres database desirable.

Languages:

Fluency in English and French required.

6. REQUIRED COMPETENCIES:

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

7. TRAINING COMPONENTS AND LEARNING ELEMENTS:

Training components:

Mandatory training courses:

- Basic Security in the Field / Advanced Security in the Field
- Protection Induction Programme (PIP)
- UN Course on Harassment, Sexual Harassment and Abuse of Authority
- Orientation to IPSAS

Recommended training courses:

- Age, gender and diversity approach
- Internally Displaced Persons (induction e learning)

- The e-learning Course on statelessness
- Managing an Effective Resettlement Operation

Learning elements:

By the end of one year assignment, the staff member will get a comprehensive understanding of the UNHCR mandate of international protection and search of durable solutions. S/he will understand and address substantive issues concerning the UNHCR operation and will have acquired:

- Skills to represent UNHCR in various fora, including other UN agencies, donors, and media, and inter cluster meetings with stakeholders.
- Drafting skills to present reports and correspondence on refugee issues.
- Applying the Result Based Management methodology.
- Skills to organize and conduct training on refugee matters for a wide diversity of audience.
- Ability to deal with high work pressure and multi-tasking.
- Experience dealing with individual cases and advocating with governmental institutions.

8. OPERATIONAL CONTEXT:

Despite the ongoing crisis in the Northern and central regions Mali has continued to provide a protective environment to refugees and asylum seekers. As of February 2018, the country hosts 19, 412 refugees, living in urban and rural settings. Mauritanian and Ivoirian refugees have been in a protracted refugee situation while, in January 2018, Mali received Burkinabe refugees who found safe haven in the Timbuktu and Gao regions. The national Commission for Refugees (CNCR), under the supervision of the Ministry of Territorial Administration, is responsible for Refugee Status Determination (RSD), registration and documentation. The CNCR is supported by UNHCR to strengthening access to RSD procedures, registration and individual documentation. The Malian asylum law entitles refugees with the same rights to health care, education and social security just as the nationals. However, for urban refugees, the economic context has proven to be challenging for the development of self-reliance and their successful insertion into the host society. They are struggling to access formal employment and livelihoods. As for refugees in protracted situations such as the Mauritians and Ivoirians, there are perspectives for durable solutions, respectively through local integration and voluntary repatriation. UNHCR supports livelihoods programs as well as the local integration process of Mauritanian refugees and voluntary repatriation for Ivoirians.

Mali is also affected by internal displacements. As of February 28, 2018, there are 47,706 internally displaced persons. The Government of Mali ratified the African Union Convention for the Protection and Assistance of Internally Displaced Persons in Africa (Kampala Convention) on June 16, 2010 and the instruments of ratification were deposited with the African Union in November 2012. However, the Convention has not yet been integrated into the national legal framework. UNHCR is supporting the Government of Mali in the process of integrating the Kampala Convention into the Malian legislation and is coordinating the protection cluster in Bamako and in the regions. UNHCR is also conducting protection monitoring in the northern and central regions to collect protection incidents, to analyze the protection environment and to promote an adequate response.

As a result of the 2012 crisis in Northern Mali, Malian nationals fled the country and became refugees in Burkina Faso, Mauritania and Niger. As of February 28, 2018, there are 134 452 Malian refugees in the above mentioned countries. Mali signed Tripartite Agreements with Niger (May 2014), Burkina Faso (January 2015), Mauritania (June 2016) and UNHCR. There are regular meetings to discuss the voluntary repatriation of refugees living in these countries. UNHCR facilitated the return of Malian refugees and is supporting their reintegration in their regions of origin. Finally, Mali has approved a national plan against statelessness and needs to take concrete steps for its implementation.

UNHCR in Mali has a Branch office in Bamako, one sub office in Gao and two field offices in Mopti and Timbuktu. There are approximately 80 staff members.