

## TERMS OF REFERENCE

### JUNIOR PROFESSIONAL OFFICER PROGRAMME (JPO) Chiffre Nr. 2022-1-10

#### 1. GENERAL INFORMATION

<b>Title:</b>	<b>JPO, Associate Protection Cluster Coordination Officer</b>
<b>Organization/Office:</b>	UNHCR – United Nations High Commissioner for Refugees
<b>Country and Duty Station:</b>	Sana'a, Yemen
<b>Duration of assignment:</b>	<b>2 years with possibility of extension for another year.</b> The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.
<b>Please note that for participants of the JPO-Programme two years work experience are mandatory!</b> Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).	

#### 2. JUSTIFICATION

According to the Global Protection Cluster priorities, amongst their different functions, national clusters focus on strengthening and developing capacity of local partners, who are well placed to provide protection analysis, identify protection risks and respond to protection needs. Aside the international Senior Protection Cluster Coordinator, the Yemen Protection Cluster has currently two full-time national staff, who have a critical role in maintaining daily contacts with local partners and authorities, including with cluster members at sub-national level, in mapping services, in performing support functions. However, in the context of an L3 emergency and a very complex environment, there is need for extra capacity to improve contextualised protection analysis, in drafting external protection reports to increase information sharing, evidence-based advocacy and to enhance the visibility of the situation in Yemen as a "protection crisis". In addition, the Protection Cluster would like to expand its interaction with external actors and donors and better communicate the challenges of the protection context in Yemen, highlighting the needs and the response provided by partners. The current JPO position would be instrumental in the work of consultation with partners on the ground, collection of information, elaboration of protection analysis, finalisation and dissemination of Cluster briefs, preparation of outreach events.

#### 3. ORGANIZATIONAL CONTEXT.

In the L3 complex and protracted emergency in Yemen, characterised by constant challenges for the civilian population, massive conflict-induced displacement (4 million), and where the cluster system is activated, UNHCR discharges its accountability as the Protection

Cluster Lead Agency. In line with the IASC Cluster functions, UNHCR performs a dedicated service coordination, strategy development, preparedness and response planning as well as advocacy function through the positions of P4 Senior Protection Cluster Coordination Officer.

Given the complexity of the tasks and the workload, and considering the presence of sub-national cluster structures, the Senior Protection Cluster Coordinator is normally supported by a "Cluster Team" including Information Management, national liaison officer(s) and - where necessary - a P2 Associate Protection Cluster Coordination Officer.

The Associate Protection Officer reports directly to the Protection Cluster Coordinator, who - in turn - has a direct reporting line to the Country Representative, since The UNHCR Representative has final accountability for the performance of UNHCR as Cluster Lead Agency.

The Associate Protection Cluster Coordination Officer contributes to the efforts of UNHCR as Cluster lead Agency to work within the framework of the Inter-Agency Standing Committee (IASC) and the Cluster Approach. The position reinforces UNHCR Protection Cluster Lead Agency functions by providing support to the role of Senior Cluster Coordinator in ensuring UNHCR's leadership within a diverse protection community.

The Associate Protection Cluster Coordination Officer is expected to facilitate the work of the Protection Cluster through the provision of support in collection of protection-related information through reach-out and contacts with partners and humanitarian actors; analysis and organization of the information; drafting of analytical protection brief - situational or thematic. The function also includes the provision of active support, as applicable, to sub-national clusters or technical working groups of the Cluster, which may be coordinated by other Agencies. As a result, the incumbent supports an inter-agency team in an environment that requires high standards of accountability, facilitation, negotiation and conflict resolution skills, and where the respect the principles of partnership and collaboration are essential.

In addition, the Associate Protection Cluster Coordination Officer supports the Senior Protection Cluster Coordinator in Inter-Cluster Coordination mechanisms, including in promoting and facilitating mainstreaming and cross-cutting issues (age, gender and diversity) in the humanitarian response and early recovery activities.

The Associate Protection Cluster Coordination Officer works closely with a series of Protection Cluster Support staff in the areas of data and information management, needs assessment, profiling, registration, reporting and advocacy.

### **3.1. SUPERVISION:**

The JPO will be under the direct supervision of the manager indicated under 'Supervisor title and position number'. The supervisor will be responsible for the performance evaluation of the JPO. The manager will also ensure that the JPO is provided a thorough induction and orientation briefing, followed by on-the-job training as well as continuous guidance for training/learning opportunities throughout the assignment. In support to the manager, the JPO Unit provides the Supervisory Guidelines upon recruitment/reassignment of the JPO.

### 3.2. LIVING CONDITIONS AT THE DUTY STATION

Housing/accommodation	UN Compound (UNCAF)
Health care	UN Clinic. Local healthcare facilities: limited
Educational facilities	Limited
Security	<p>Yemen is under Security Level V, although missions to the field are possible and occurring on a regular basis (even if subjected to - at times - unpredictable procedures of approval).</p> <p>At the duty station, the working and living spaces are well protected and are MOSS and MORSS compliant. All physical security mitigation measures are in place, including guards, secured walls, protected windows. The security situation dictates that all international UN personnel in Yemen must reside within UN or other UNDSS approved compounds.</p> <p>Due to the unstable security situation, when travelling by road, UN International staff members must only move in armored vehicles. This includes pick-ups and drop-offs at offices and airports. International staff must not travel in soft skin vehicles or in public transport of any sort.</p>
Other (transports, banks, etc)	<p>At the duty station, movement and travel of international staff is limited to and from the UN Compound, offices and implementation locations only. There are very limited possibility for leisure and recreational facilities, largely limited to the UN compound. Therefore, in such stressful work context, the capacity for self-care is very important and personal security awareness is critical.</p>

## 4. FUNCTIONAL STATEMENT

### Accountability

- Contribute to ensure that the protection needs of affected populations are met by Protection Cluster members through timely and coordinated action;
- Ensure good information sharing and foster cooperation amongst Protection Cluster members, government counterparts and donors;
- Ensure thorough and principles analysis of information on the protection risk, situation and protection needs of affected populations, including age, gender and diversity, through collection of information, consultation with partners etc;
- Ensure that Protection Cluster members are accountable to affected populations through consultative and feedback mechanisms;
- Through the preparation of briefings and the support to the initiatives of the Senior Cluster Coordinators, advocate for adequate funding of activities delivered by the Protection Cluster.

## Responsibility

- Promote, together with the Senior Protection Cluster Coordinator, the principle of the centrality of protection in all interaction with cluster partners and other interlocutors;
- Contribute to a timely and comprehensive protection analysis, summarise it in briefing notes, analytical papers etc. including recommendations for action;
- Support the Senior Protection Cluster Coordinator in coordinate and carry out protection needs assessments, including participatory assessments of all affected populations in cooperation with Protection Cluster partners;
- Facilitate reporting and information sharing within the Protection Cluster and at the intercluster level
- Support the Senior protection Cluster Coordinator in producing analytical protection reports, regular updates and briefing notes on the protection concerns of the affected populations, response activities, challenges and recommendations, including for the HC, HCT and other stakeholders;
- Ensure the collection, analysis and use of sex and age disaggregated data, and that reporting captures gender, age and diversity dimensions;
- Contribute to define the Protection Cluster strategy and the protection response, informed by protection considerations and humanitarian principles, by the protection analysis, and by consultations with the various cluster partners, including at sub-national level;
- Contribute to liaise with partners and facilitate their tasks in monitoring and reporting on activities, needs, and performance against the Protection Cluster strategy and agreed results;
- Support the Senior Protection Officer in convening and facilitating Protection Cluster meetings in line with the Principles of Partnership;
- Proactively represent the Protection Cluster and the interests of Protection Cluster members selected in technical working groups, ensuring prior consultation with Protection Cluster members also at sub-national level;
- Support the senior Protection Cluster Coordinator in preparing analysis and interventions in the HCT, in organising events, donor meetings, presentation on the result of the analytical work;
- Support and contribute to initiatives, including the delivery of protection training activities, to build the protection capacity of Protection Cluster members;
- Facilitate protection mainstreaming in the work of other clusters as well as within the Protection Cluster;
- Coordinate the integration of cross-cutting issues in the work of the Protection Cluster and ensure that activities of the Protection Cluster adhere to inter-agency guidelines on age, gender and diversity;
- Contribute to capacity development of partners, with focus on protection analysis monitoring and reporting;
- Uphold and promote humanitarian principles of impartiality, neutrality and independence in all aspects of the work;
- Other support duties, as requested by the Senior Protection Cluster Coordinator.

## 5. REQUIRED COMPETENCIES

### Managerial Competencies

- Empowering and Building Trust
- Judgement and Decision Making

### Cross-Functional Competencies

- Analytical Thinking
- Innovation and Creativity
- Planning and Organizing
- Policy Development and Research
- Change Capability and Adaptability

## 6. ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

### Education / Qualification:

**Master's Degree** in Law; International Law; Political Sciences; or other relevant field.

### Work Experience:

Two years relevant experience (after first university degree, usually bachelor's degree)

### Essential

Good knowledge of International Humanitarian Law, Human Rights Law, Protection of civilians

### Language Knowledge:

**Essential: English**

**Desirable: Arabic**

## 7. DESIRABLE QUALIFICATIONS & COMPETENCIES

Previous experience in coordination of humanitarian action, work in think tanks/ research groups, an asset

## 8. TRAINING COMPONENTS AND LEARNING ELEMENTS

### Training components:

#### - Mandatory training courses:

1. Basic Security in the Field (NB: needs to be retaken every 3 years)
2. Advanced Security in the Field (NB: needs to be retaken every 3 years)
3. Protection Induction Programme (PIP)
4. UN Course on Harassment, Sexual Harassment and Abuse of Authority
5. Orientation to IPSAS

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO)  
unter Angabe der Chiffre Nr. 2022-1-10 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**