

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
EXTERNAL/INTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. VA/BGDCO/UNOPS/2022/015**

<b>Title of Post</b>	<b>CBP Associate</b>	<b>Category/grade</b>	<b>LICA - 6</b>
<b>Post Number</b>	<b>1 position</b>	<b>Type of contract</b>	<b>UNOPS Local Individual Contractor Agreement</b>
<b>Location</b>	<b>Cox Bazar (Bhasan char), Bangladesh</b>	<b>Date of Issue</b>	<b>25 August 2022</b>
<b>The Effective Date of Assignment</b>	<b>As soon as possible</b>	<b>Closing Date</b>	<b>07 September 2022</b>

**Operational Context:**

The United Nations High Commissioner for Refugees (UNHCR) is mandated to provide international protection to refugees and to seek permanent solutions for them. In Bangladesh, UNHCR has been working with Rohingya refugees since 1992. Since 25 August 2017, Bangladesh has witnessed the largest and swiftest refugee exodus in the region in recent decades with more than 720,000 Rohingyas seeking safety in Cox's Bazar District. They joined 34,000 Rohingya refugees who had been residing in the camps in Kutupalong and Nayapara since the 1990s, as well as nearly 300,000 others in makeshift settlements among host communities. More than 920,000 Rohingya refugees currently reside in Bangladesh in two locations: Cox's Bazar and on the island of Bhasan Char. As of April 2022 more than 26,000 refugees/7,150 households are residing on Bhasan Char. Among those on Bhasan Char, 51% are female and 49% are male, 56% children, 2% (541) older persons and 13% with specific needs. GoB plans to relocate gradually up to 100,000 refugees from Cox's Bazar.

The UNHCR operation in Bhasan Char has three strategic protection priorities: 1) Strengthen the protection of refugees in an environment respectful of their basic rights and well-being; 2) Increase access to protection services, including SGBV and Child Protection; 3) Enhance community and individual resilience (CBP, Education and Livelihoods) through a protection lens and Operationalize Accountability to Affected Population (AAP) Mechanism.

**The incumbent of the position will be stationed in Cox's Bazar with regular and frequent missions to Bhasan Char that can take several weeks. The position might eventually be transferred to Bhasan Char.**

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

**Duties**

The Community-Based Protection Associate is a member of the Protection Unit and reports to the Protection Officer. Under the overall direction of the Protection Unit, and in coordination with other UNHCR staff, government, NGO partners and other stakeholders, the Community-Based Protection Associate works directly with communities of concern to identify the risks they face and to leverage their capacities to protect themselves, their families and communities. The incumbent supports the application of community-based protection standards, operational procedures and practices in community-based protection delivery at the field level. To fulfil this role, the Community-Based Protection Associate is required to spend a substantial percentage of the workday outside the office, building and maintaining networks within communities of PoC. The development and maintenance of constructive relationships with PoC that measurably impact and enhance protection planning, programming and results, form the core of the work of the incumbent. S/he also supports the designing of a community-based protection strategy by ensuring that it is based on consultation with PoC.

The Community-Based Protection Associate will, among other tasks as required and assigned by the Protection Officer, support and monitor the following activities:

- Community outreach activities, in particular a network of Community Outreach Members (COMs);
- Communicating with Communities (CWC) activities, including the management Information Service Centres (ISCs) and regular audio listening and other awareness activities in the community;
- Community Centre activities to provide recreation, information and capacity building for communities;
- Community Group activities for voluntary service projects in the community;
- Community Representation activities.
- Development of a workplan to achieve CBP priority activities;
- Monthly supervision meetings to update progress as per the workplan;
- End of assignment report documenting progress, achievements and challenges.

## Minimum Qualifications

### Education & Professional Work Experience

#### Years of Experience / Degree Level

3 years relevant experience or 2 years relevant work experience with Bachelor or equivalent or higher.

#### Certificates and/or Licenses

Bachelor degree in Development Studies, Human Rights, Community Development /Social Work, Social Science, Political Science or International Law is desirable.

(Certificates and Licenses marked with an asterisk\* are essential)

### Relevant Job Experience

#### Essential

A result based and client-oriented approach is key for this position, which requires daily interaction with the Rohingya refugees and multiple stakeholders. S/he must have excellent communication skill, both oral and written in English, as well as Banla. Given the operational context of Bhasan Char and close collaboration with various actors on the island, the incumbent must demonstrate strong inter-personal and coordination skills, as well as flexibility and proactiveness to respond to emergency situations and contribute to the overall team effort.

#### Desirable

Previous experience in community-based protection or community mobilization is desirable.  
Previous experience working with refugees in Bangladesh is desirable.

#### Functional Skills

- \*IT-MS Office Applications
- \*IT-Computer Literacy
- Excellent verbal and written communication skills, including good working knowledge of English
- Understanding of Protection Principles and methodologies
- Multi-stakeholder Communications with Partners, Government & Community
- Capacity Building skills

### Language Requirements

Knowledge of English and/or UN working language of the duty station if not English.  
Knowledge of Chittagonian dialect will be an asset.

## Competency Requirements

### Core Competencies

*Accountability*

*Communication*

*Organizational Awareness*

*Teamwork & Collaboration*

*Commitment to Continuous Learning*

*Client & Result Orientation*

### Managerial Competencies

*Judgement and Decision Making*

*Managing Performance*

## **Cross-Functional Competencies**

*Stakeholder Management*

*Planning and Organizing*

*Political Awareness*

### **Eligibility:**

Candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

### **Remuneration:**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

### **Submission of Applications:**

Interested candidates meeting the above requirements are requested to submit their applications online via UNHCR Bangladesh Job Portal <https://bgdco.unhcr.org/Apps/jobportal/jobs>. Candidates must comply with the below mandatory requirements. Non-compliance with any of the below points will immediately disqualify the candidacy of the applicant:

- Submit **fully updated, completed, and signed** Personal History Form (PHF/P11) and Supplementary forms in **PDF format**. P11 (PHF) should always be in **PDF format, and in UNHCR template**. Any other formats will not be accepted
- Submit your updated Fact Sheet with P-11 (applicable for internal applicants)
- When applying, interested candidates must clearly indicate the **Position Title, Position Number and Vacancy Notice number** in their application.

**Only Shortlisted candidates will be contacted for the Assessment Exercises for the recruitment of the position, which may include Written/Technical tests and/or Interviews, as applicable for the recruitment of the position.**

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

The evaluation of applicants will be conducted based on the information submitted during the application. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

**Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of full vaccination, independently of contract type and duration, unless the candidate is based in a location with documented lack of access to COVID-19 vaccines or as applicable.**

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality, and culture. All applications will be treated with the strictest confidentiality.

UNHCR has a zero-tolerance policy against Sexual Exploitation and Abuse (SEA). SEA is unacceptable behavior and prohibited conduct for UNHCR personnel. It constitutes acts of serious misconduct and is therefore grounds for disciplinary measures, including dismissal. Any concerns or suspicions about a possible case of SEA should be reported immediately to the Inspector General's Office (IGO) at [inspector@unhcr.org](mailto:inspector@unhcr.org) or through the online complain form at <https://www.unhcr.org/php/complaints.php> or by confidential fax: +41 22 739 73 80.