



Vacancy Announcement

Job Title: Protection Assistant/Monitor
Project Name: Protection and Assistant Programme for Refugees and IDPs in Duhok – Iraq
Project Area: Duhok Governorate
Vacancy Ref No: 77
Applicants Residence: Duhok
Preferable Gender: Female
Duration of Appointment: 40 Days
Expected Starting Date: 21 November 2021
Deadline: 13 November 2021
Type of Contract: Employment Contract
WorkingHours: 8:00AM _ 3:30PM

Background:

Harikar NGO is a neutral, non-governmental, non-profit humanitarian organization established on 30th May 2004 by a group of social activists. Harikar NGO as stated in its mission statement strives toward the fulfilment of human and women rights in Dohuk Governorate as stipulated in the new Iraqi constitution of 15th October 2005. Harikar is committed to- within its resources- contribute towards the achievement of the internationally agreed Millennium Development Goals. Harikar believes in human rights, the right of every person to reach his/her potential without discrimination on the basis of race, gender, religion, social segment and ethnicity. Harikar strives to achieve social justice especially among the marginalized vulnerable groups and works towards eliminating all forms of discrimination against women by promoting their capacity to fully participate in community development. Harikar has been able to successfully carry out more than 80 projects, through funding from various partners including UNFPA, RRT/PRT, UNHCR, UNESCO, UNICEF, UNOCHA, Diakonia, UNDP, UNOPS, IRD, Mercy Corps, CARE International, ASB, GIZ, Acted, IRC, IRI, NDI, SCF-UK, Mission east, ICSP and others.

Terms of References

Job Overview:

Under the direct supervision of Protection Coordinator at Harikar NGO, Protection Assistant/Monitor will actively identify and respond to individual protection needs of the persons of concern to UNHCR, Syrian and non-Syrian refugees and asylum seeker, residing in urban areas in Duhok Governorate. This will be done through provision of appropriate counselling and assistance to ensure and facilitate access to basic social services in Duhok Governorate. The Protection Assistant/Monitor will actively participate in and support development of community-based protection interventions and contribute to implementation and realization of the area-based approach to protection response. The role of Protection Assistant/Monitor in particular includes the following responsibilities;

Scope of Work (Duties and Responsibilities):

- Actively identify protection concerns of the persons of concern and respond to them in an effective and timely manner;

- Use appropriate formats for documenting and referring protection interventions, including PAs (Protection Assessments), NFFs (Notes for File) and referrals;
- Maintain accurate records of protection concerns identified and responded to as per agreed formats;
- Maintain sufficient knowledge of referral pathways and eligibility criteria to services related to full set of basic and most common protection concerns;
- Maintain in-depth knowledge of referral pathways and eligibility criteria to services related to legal protection issues such as registration, documentation, civil status, detentions, SGBV and Child Protection.

Additional Duties and Responsibilities:

- Conduct and facilitate protection monitoring exercises, in particular Focus Group Discussions, Key Informant Interviews and Household Surveys, as required;
- Facilitate and conduct awareness-raising sessions as needed;
- Establish and cultivate contacts and links with the refugee and host community and to support community-based protection interventions;
- Support the dissemination of specific messaging rolled out by UNHCR and Harikar.
- Participate in evaluation, revision and re-design of the protection program;
- Provide inputs to reports as required.
- Attend and participate in trainings, workshops and other capacity building exercises as required by the line manager;
- Protection assistant/Monitor is a member of Harikar emergency protection monitoring team; responds to any emergency situations that might occur in KR-I border points with Syria and Turkey.
- Fulfill other duties as required by your line manager.

Experience, Qualifications and Skills:

- Educational Qualifications:
 - A university degree in humanitarian science and sociology, persons with alternative but clearly related degrees in combination with strong relevant work experience can be considered.
- Professional Experience:
 - Preferably a minimum of 3 years of relevant work experience in protection.
 - Proven skills and experience in case mechanisms and referral mechanisms.
 - Able and or flexible in visiting urban areas within Duhok governorate; in addition, flexible to visit refugee camps as need be.
- Skills:
 - Knowledge of English is mandatory; it is strongly recommended the applicant can speak and write English language very well.
 - Very good understanding “written and oral” in Arabic and Kurdish language skills.
 - Advanced computer skills, particular Microsoft Word, Excel, Power Point and Outlook. familiar working with database and IT issues.
 - Very good communication and interpersonal skills. Candidate needs to be flexible and creative, respectful and diplomatic. Results-driven and highly motivated to assist the most vulnerable amongst refugees.

Reporting and Supervision

Reports to: Protection Coordinator

Supervises: None

Expected Conduct:

- Ensure that confidentiality is always maintained when sharing data and information about persons of concern;
- Maintain cooperative relationships with partners;
- Maintain high professional and ethical standard when both on and off duty, including upholding the principles and practices set out in the Code of Conduct and adhering to international standards;
- Seek guidance and technical support when needed with “Do no harm” principle being the priority at all times.

Commitment:

- All Harikar staff must be committed to the Core Humanitarian Principles as well as the Core Humanitarian Standards in Accountability and Quality Management
- All Harikar policies and guidelines are an integral part of this Job Description and must be implemented, e.g.:
 - Harikar operational guidelines and Policies.
 - Guideline prevention of corruption.
 - Guideline on PSEA.
 - Harikar Code of Conduct
 - Child Safeguarding

HARIKAR NGO