



VACANCY ANNOUNCEMENT

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| VACANCY NO.: | Q-IRQ-VA-19038 |
| POSITION: | Protection Assistant– Erbil |
| REPORTING TO: | Protection Team leader |
| NUMBER OF POSITION: | 01 |
| DUTY STATION: | Erbil Governorate |
| EMPLOYMENT TYPE: | Full- time (Sunday to Thursday 8h00-16h00) |
| CONTRACT DURATION: | Till December 31st 2019 |
| TYPE OF ANNOUNCEMENT: | Internal/External |
| ANNOUNCEMENT DATE: | 11 April 2019 |
| APPLICATION DEADLINE: | 15 April 2019 |

BACKGROUND:

QANDIL is a Swedish non-profit, non-political, non-religious humanitarian aid organization that was founded in 1991 in Stockholm, Sweden. Having continuously operated in the Kurdistan Region ever since, QANDIL's main priorities of work are construction and infrastructure activities, refugee and IDP initiatives, health, water, sanitation and hygiene, and capacity building.

Protection Assistance and Reintegration Center (PARC) is a joint project funded by UNHCR and implemented by QANDIL. The objective of PARC is to fulfill the rights of Refugees, Asylum-Seekers and Iraq's internally displaced persons (IDPs). Through PARC, QANDIL currently employs more than 180 full-time staff in the Erbil Field Office providing various types of services, such as Registration, Legal Aid and Protection, all in a one-stop shop.

Protection Assistant will work on QANDIL's 'PARC Project'. The project is a joint initiative by UNHCR and QANDIL, which aims to uphold the rights of Internally Displaced Persons (IDPs) and Refugees within Erbil Governorate. The Protection Assistant will be a key member of a mobile team, which will visit IDPs/Refugees in villages, camps and other IDP/Refugee settlements across Erbil Governorate.

DUTIES AND RESPONSIBILITIES:

- Participate in protection monitoring visits to locations across Erbil Governorate, and interview families in order to complete protection monitoring assessments.
- Respond to the needs of individuals through referrals to PARC lawyers, civil society organizations, local authorities, other NGOs and UNHCR. Ensure timely and adequate follow-up for every case referred.
- Keep detailed records of the protection needs identified and the actions you have taken to address these needs, including the use of appropriate referrals.
- Coordinate with local authorities, community leaders, security institutions and other public institutions to facilitate Protection Monitoring activities and to gather information on the ability of IDPs/Refugees to access basic services and rights.
- Liaise with government officials to gather information related to IDP/Refugee protection.
- Facilitate community-based protection strategies.



- Write analytical weekly reports in English, for submission to the PARC Manager and protection Team leaders.
 - Attend coordination meetings and trainings when required by supervisors.
 - Strengthen communication and coordination with other humanitarian service providers, and establish a referral mechanism with them.
 - Uphold QANDIL and UNHCR's code of conduct, and ensure that all persons of concern are treated with dignity and respect, in accordance with humanitarian principles and human rights standards.
 - Conduct other duties as assigned by supervisors.
 - Report on special needs cases and advice on types needs Assistance, following discussion with beneficiaries.
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Required qualification & skills:

- Bachelor Degree in Sociology or Psychology Science;
- Minimum 1 year experience in the protection position or field;
- Fluency in Kurdish, Arabic & English languages;
- Willingness to work in all areas of Erbil Governorate.
- Must work well within ethnically diverse teams, and work cooperatively within teams.
- Prior experience with NGO sector would be an advantage.
- High respect to organization confidentiality.
- Familiar with using Microsoft word and Microsoft Excel.

HOW TO APPLY:

Interested applicants must send a cover letter with their most recent CV to recruitment@qandil.org
Subject line must read: **Protection Assistant-Erbil**

Note: Applications not meeting the specified minimum requirements or received after closing date may not be considered. Shortlisted candidates will be contacted for an interview that may include a written test of communication and writing skills.

Women are strongly encouraged to apply