UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

INTERNAL/EXTERNAL VACANCY NOTICE

UNHCR Representation Office Dar es Salaam, invites applications from qualified internal and external candidates for the following vacant post.

Vacancy Notice No:	DSM/VN/08/014
Post Title:	Protection Assistant
Duty Station:	Mpanda Field Office
Remuneration:	Attractive salary (GL6 Level) and entitlements according to UN Staff Rules and Regulations
Duration:	Six months contract with possibility of extension
Effective date:	As soon as possible

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Protection Officer, and the overall supervision of the Head of Field Office, the incumbent will perform the following duties:

- Conducts preliminary interviews of individual cases in co-ordination with Field Assistant and reports to the Protection Officer;
- Informs and acts on the reports received from refugees within the refugee community or from the local authorities, as required;
- Follow-up protection issues with authorities concerned, including court cases concerning refugees;
- Maintains liaison with camp officials, other officials concerned with protection issues, including those in the judicial system;
- Assists in assessing welfare and providing assistance to the refugee caseload in prisons;
- Compiles monthly statistics of refugees in various prisons in the region;
- Acts as interpreter and translator when and as required;
- Performs other duties as required.

Qualification and Experience

- National of the Republic of Tanzania;
- Secondary Education plus University level courses in Law or related field.
- Computer literacy.
- 6 years of job experience in the field including one year in the same functional area.
- Excellent command of English and Kiswahili (Written and Spoken). Knowledge of second UN language or Kirundi is an added advantage.

Applications:

- Must include a recent curriculum vitae and/or United Nations Personal History (P.11) Form, contact address with phone/fax numbers; must quote the vacancy notice number;

- Must be addressed to:

  Human Resources Officer
  UNHCR Representation Office
  P.O Box 2666
  Fax: 2152816/17
  E-Mail: tanda@unhcr.org

  Closing date for receipt of applications: **25th January 2008**

  Applications from qualified female candidates are strongly encouraged.