

---

## Senior Protection Assistant at the UNHCR Office for Switzerland and Liechtenstein in Geneva, Job Opening 33046

The UNHCR Office for Switzerland and Liechtenstein is located in Bern and works closely with authorities, non-governmental organisations (NGOs) and other relevant actors in Switzerland and Liechtenstein for the protection of asylum seekers, refugees and stateless people. It also works to find durable solutions for refugees.

To provide general counselling to persons of concern approaching the UNHCR headquarters in Geneva, the Office maintains a Senior Protection Assistant position, to be encumbered at 50% with two staff based at the UNHCR headquarters in Geneva.

To fill this position, we are recruiting a

### Senior Protection Assistant (G5) 50%, 1 year, renewable, located in Geneva

Under the supervision of the Senior Legal Associate and in close cooperation with the Protection Team, the Senior Protection Assistant will work to enhance the protection of refugees and persons of concern, and promote international and regional refugee law and good practices through individual case work, monitoring of protection standards and advocacy for UNHCR's positions and recommendations.

#### Duties

The duties of the Senior Protection Assistant in the Office for Switzerland and Liechtenstein as outlined in the standard job description on UNHCR's vacancy portal include more specifically:

- Act as focal point and first line response for individual cases (receive and counsel visitors; respond to emails, letters and telephone calls; ensure maintenance of the IC data base; identify and discuss complex cases with the protection team).
- Support ongoing resettlement programme with Switzerland.
- Support the submission of cases for humanitarian visa and family reunification requests.
- Cooperate with the new reception centre Rigot.
- Supervise protection interns.
- Handle any other tasks which may come up in this context.

#### Required qualifications and work experience:

- Completion of secondary school. Certificate/training in protection related issues (Swiss asylum law, international law, international relations) is required.
- Job experience relevant to the function: minimum 2 years.

**Desired qualifications and work experience:**

- Good computer skills.
- Experience in the domain of refugees/asylum, including experience in managing relations with external partners.
- Experience in dealing with individual cases and in individual counselling.
- Previous experience with the authorities, especially in the Swiss context, and UNHCR
- Experience in applying international refugee law, human rights law and Swiss asylum law to individual cases.

**Languages:**

- German, French, English – all three essential. German mother tongue level, French and English at least at B2 level.
- Italian desirable, other languages are of advantage

**Position start date:** 1 July 2022 or later

**Application:**

Please submit your application for job opening 33046 “Senior Protection Assistant (Office for Switzerland & Liechtenstein)” through UNHCR’s vacancies portal <https://www.unhcr.org/careers.html>.

Closing date: **14 February 2022**

**Kindly note that only short-listed candidates will be contacted. A remote pre-screening test will presumably take place on 11 March 2022, followed by the interviews on 28 March 2022. We kindly ask interested candidates to reserve these dates.**

The advertised position is a General Service position. General Service Staff are recruited locally and are required to be legally present in the country where the post they are applying for is situated. They perform their duties 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 UNHCR’s core values of professionalism, integrity and respect for diversity.

For further questions, please contact Ms Tina Vidmar, [vidmar\[at\]unhcr.org](mailto:vidmar[at]unhcr.org).

We are looking forward to your application.