**JOB DESCRIPTION**

### Preliminary job information

<table>
<thead>
<tr>
<th>Title</th>
<th>PROTECTION COORDINATOR</th>
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<tbody>
<tr>
<td>Country &amp; Base</td>
<td>COLOMBIA, BOGOTA</td>
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<tr>
<td>Reports to</td>
<td>HEAD OF MISSION (FROM SOLIDARITÉS INTERNATIONAL)</td>
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<tr>
<td>Expected Date Of Arrival</td>
<td>As Soon As Possible</td>
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<tr>
<td>Duration of Mission</td>
<td>2 months</td>
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### General information on the mission

#### Context and Première Urgence Internationale positioning

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. PUI relies on 30 years of field experience in 50 countries in crisis, as well as on the complementarity of its medical and non-medical expertise, to adapt its programs to each context and to the real needs of the most vulnerable populations. The association leads in average 2000 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 6 million people in 22 countries – in Africa, Asia, Middle East, Caucasus and Europe.

#### Crisis context

Venezuela faces a major political, economic and social crisis, with hyperinflation, acute scarcity of food, medicine and other basic goods and one of the world's highest murder rates. During widespread protests against Maduro's government, dozens of opposition demonstrators have been killed. The July 2017 election of an all-powerful Constituent Assembly closed down almost all remaining democratic spaces, sparking widespread condemnation in the region and around the world. In recent years, almost 2.3 million people left Venezuela to live, mostly, in Colombia, Ecuador, Peru, Argentina, and Chile. In the short term, migration places significant pressures on the provision of services, institutions, labor markets and the social dynamics of the receiving areas, affecting most the vulnerable populations in both the migrant and local communities.

Colombia hosts the largest number of Venezuelan migrants (1.2 million), 750 000 on the first nine month of 2018. Amongst them, 24% are nationals who are returning to their home country. Between 70,000 and 80,000 Venezuelan citizens cross the border with Colombia every day. While most return to their country the same day, others stay in Colombia. On 2 August, 442,000 Venezuelans were granted a Special Stay Permit (PEP) providing them legal status for two years.

In absolute terms, Bogotá is the city with the largest number of migrants. However, in relative terms, the border areas (Norte de Santander, Arauca and Guajira) are the most affected, with the migrants representing between 2.5% and 5% of the population. These regions have development lags, which limits their ability to absorb migrants.

Some Venezuelans in Colombia live in precarious conditions, sometimes staying in public installations such as transport terminals, with multiple needs including shelter, protection, health and WASH. Almost 70% of Venezuelans in Colombia are estimated to have irregular migratory status and are particularly vulnerable to violence and exploitation. They lack access to basic services and work. Only 40% of the migrant children are in school, and the migrant population is twice as likely to be unemployed than the local Colombian population.

The cost of additional public services caused by migration including education, health, water and sanitation, early care, housing support, employment services and institutional strengthening lies between 0.23% and 0.41% of Colombia’s GDP.
In early February, the Colombian government tightened entry restrictions and security along the border with Venezuela, deploying an additional 3,000 security personnel, and temporarily halted the processing of new border mobility cards. Increased traffic along illegal border crossing routes has been reported since entry restrictions changed. Armed groups control many illegal crossing points, which leads to protection concerns for people using these crossings.

New policies implemented by other Latin American countries will likely worsen the situation in Colombia. Since 18 August, Ecuadorian authorities demand that all Venezuelans must hold a valid passport to enter the country. The same measure was to be implemented from 25 August in Peru. Other countries, such as Panama, Honduras, Nicaragua, Guatemala and El Salvador, had already started to implement a special visa policy for Venezuelans. Colombian authorities are concerned that these new policies will lead to an increase in human trafficking, tensions with host communities, and general insecurity.

Première Urgence Internationale positioning

Triggered by the regional outcomes of the Venezuelan crisis, PUI first send an exploratory mission in Colombia in December 2018 to identify the needs and evaluate the possibility of an intervention. The scarce situation of the migrant population and the important humanitarian gaps reported led PUI to collaborate with Solidarités International (SI) to be able to propose an integrated and complete response to the vulnerable population. Two needs assessment led by PUI and SI followed, exploring a diversity of region (Barranquilla, Cucuta, Bucaramanga ...) in February and April 2019. Given its strategic location on the migrations roads and the insufficiency of humanitarian actor there, it was decided to launch an intervention in Bucaramanga, where a vast majority of the migrants in Colombia passes before directing themselves to wider cities as Bogota or Medellin. SI-PUI will support local association bringing aid to the migrants, with an integrated intervention contributing to the coverage of health, PSS, protection, wash, shelter and needs.

Configuration of the Mission

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<tr>
<td>BUDGET FORECAST 2019</td>
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<tr>
<td>BASES</td>
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<tr>
<td>NUMBER OF EXPATRIATES</td>
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<td>NUMBER OF CURRENT PROJECTS</td>
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<td>MAIN PARTNERS</td>
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<td>ACTIVITY SECTORS</td>
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<td>EXPATRIATE TEAM ON-SITE</td>
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Job Description

Overall objective
Under the supervision and direction of the Head of Mission, the Protection Coordinator is responsible for setting up SI/PUI’s protection response in Colombia, as well as technically supporting the mainstreaming of protection principles (do no harm, meaningful access, accountability, and participation and empowerment) into all of SI/PUI’s activities. S/He will undertake the overall responsibility of the technical leadership of all projects/activities related to protection, support in the recruitment of protection staff according to program description and ensure their proper induction and training (protection principles, GBV, monitoring, mainstreaming, etc.) as well as of the kick-off of protection activities in Colombia including: the development of the protection monitoring strategy, plan, data collection forms and methodology (digital), reports, and staff proper training.

Tasks and responsibilities
- Support the recruitment and train PUI’s Protection team in Colombia
- In line with the intervention strategy, set up and kick start the protection program activities, including protection monitoring and referral mechanisms in areas of intervention.
- Develop all necessary protection technical tools to be used for the implementation of the protection program in Colombia, including for protection monitoring, referral, and reporting
- Ensure staff technical capacity building and general awareness (general protection, GBV and child protection, protection mainstreaming, humanitarian principles etc.)
- Hold a representation and coordination role at all relevant levels (internal and external)

Specific objectives and related activities
- **STAFF RECRUITMENT AND CAPACITY BUILDING, AWARENESS**
  - Support in the recruitment of the protection team in Colombia and provide inputs on HR future needs and development
  - Assessing the training and capacity building needs of the protection staff, and design and implement professional training and capacity building for staff;
  - Providing direct technical supervision and build protection staff capacity in general protection, protection monitoring, awareness raising, and referrals, in accordance with adequate international guidelines and technical manuals;
  - Delivering awareness sessions about human rights, relevant protection topics (protection mainstreaming, protection principles, basic child protection and GBV, gender equity, etc.) to all SI/PUI staff

- **DEVELOP AND ROLL OUT TECHNICAL TOOLS AND KICK-START PROTECTION ACTIVITIES**
  - Leading regular field reviews and ensuring best practices standards are met.
  - Taking the lead on producing analytical monthly protection reports per project sites highlighting key protection issues and analyzing trends identified from protection monitoring and other recorded objective sources to provide direct strategic advice to the Head of Mission and other stakeholders;
  - Assist with the development and design of concept notes, proposals, tracking of activities and reporting;
  - Design and implement awareness raising plan and related material, ensuring technically sound implementation through extensive training and mentoring of the protection team and protection focal points
  - Develop the protection monitoring strategy as well as related tools, and ensure proper staff training and activity realisation as well as contribute in building capacity for protection monitoring trends analysis and reporting (monthly protection monitoring report)
  - Develop and roll out PUI’s protection referral mechanisms in areas of intervention, ensuring team’s training and best practices

- **REPRESENTATION AND COORDINATION**
  - Acting as a focal point in national-level protection forums (Protection Working Group, CSMC Taskforce, others as appropriate) on all relevant protection trends and rights violations, by overseeing ongoing quality protection monitoring, information dissemination, referrals, and overall analysis of trends;
  - Work in close coordination with relevant staff in other SI/PUI units to ensure the strong integration of other sectors and to promote the development of new concepts/approaches/collaborations for future programming;
  - Supporting the development of advocacy positions to be shared with the Protection Working Group and to inform country-wide and international advocacy;
- Follow, understand and provide analysis of the local context and its potential evolution concerning all aspect of protection related issues, how to advocate on those issues and develop PUI's intervention in Colombia
- Develop and maintain effective working relationships with UNHCR, INGOs and local NGOs, government authorities, and other key stakeholders to ensure active coordination, collaboration, and information dissemination
- Undertaking other tasks as requested by the HoM

**Focus on 3 priority activities related to the context of the mission**

- Recruitment and capacity building of the PUI Protection team in Colombia
- Kick-start PUI’s protection intervention in Colombia in line with the developed project proposal (including the design of necessary tools, methodologies, work and action plans etc.)
- Contribute to position PUI as a protection actor in Colombia and provide analysis to inform current and future programming (programmatic and response strategy)

**Team management**

Number of people to manage and their position (expatriate/local personnel)

- Direct management :
- Indirect management : all protection team members for technical management, to be recruited

### Required Profile

#### Required knowledge and skills

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<th>REQUIRED</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>EDUCATION / TRAINING</strong></td>
<td>Relevant master degree from an accredited academic institution, preferably in International Law (IHL, IHRL etc.), Political or Social Sciences, Social Workd</td>
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<td><strong>PROFESSIONAL EXPERIENCE</strong></td>
<td>Min 5 years of experience in the field of humanitarian program development and management, including a minimum of 3 years of direct implementation or technical support of protection programming</td>
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<td>Experience in liaising with governmental authorities, other national/international institutions;</td>
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<td>At least 3 years in protection program management/coordination or technical advisory role in an international context</td>
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<td>Experience in working in cross-border displacement contexts</td>
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<td>Strong understanding of global protection principles and standards and relevant bodies of international law</td>
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<td>Excellent skills in representation, coordination and critical analysis</td>
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<td>Experience working in South America</td>
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<tr>
<td><strong>KNOWLEDGE AND SKILLS</strong></td>
<td>Demonstrated good knowledge of UN and NGO mandates and programs in the humanitarian responses, refugees, post conflict reconstruction and development/resilience</td>
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**EXCELLENT PLANNING AND ORGANIZATIONAL SKILLS**
- Including the production of evidence-based policy and procedure papers supporting project operations in the country of operations

**LANGUAGES**
- Spanish: X
- English: X
- French: X

**SOFTWARE**
- Pack Office: X
- Google Earth:

**REQUIRED PERSONAL CHARACTERISTICS (FITTING INTO TEAM, SUITABILITY FOR THE JOB AND ASSIGNMENT/MISSION)**
- Ability to deal with difficult, often frustrating work situations
- High degree of autonomy and initiative
- Ability to provide/structure instructions clearly and concisely both orally and in writing
- A high sense of discretion and integrity when dealing with sensitive protection information
- High degree of responsibility, initiative, alertness, emotional stability, the ability to prioritize a heavy work load and to delegate accordingly
- Professional attitude and the ability to build successful working relationships with contacts outside of the projects. Demonstrate an integrated approach and attitude through normal work activities and a thorough understanding of community-based protection issues in the country of operation
- Excellent command in writing and editing documents in English. Arabic & French would be an asset
- Self-motivated, flexible and adaptable to the needs of the team and organization
- Strong commitment to support/develop capacity of national staff and developing second layer of leadership
- Team player: proven management ability and inter-personal skills
- Problem solving and leadership skills

**OTHER**

**WORK IN PARTNERSHIP INVOLVES:**
- Strong Belief in humanitarian collaboration
- Capacity to assess and manage partnership
- Charisma and strong advocacy skills
- Trustworthiness and a sense of responsibility
- Strong listening and negotiation skills
- Good people and communication skills
## Proposed terms

### Status

- **EMPLOYED** with a Fixed-Term Contract

### Compensation

- **MONTHLY GROSS INCOME**: from 2,200 up to 2,530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

### Benefits

- **COST COVERED**: Round-trip transportation to and from home / mission, visas, vaccines…
- **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- **HOUSING** in collective guesthouse (shared with Solidarités International expat team)
- **DAILY LIVING EXPENSES** (« Per diem »)
- **BREAK POLICY**: 5 working days at 3 and 9 months
- **PAID LEAVES POLICY**: 5 weeks of paid leaves per year + return ticket every 6 months