

1. Job Type

2. Job Information

Title

Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The Associate Protection Officer reports to the Protection Officer or the Senior Protection Officer. Depending on the size and structure of the Office, the incumbent may have supervisory responsibility for protection staff including community-based protection registration, resettlement and education. S/he provides functional protection guidance to information management and programme staff on all protection/legal matters and accountabilities. These include: statelessness (in line with the campaign to End Statelessness by 2024), Global Compact on Refugees (GCR) commitments, age, gender, diversity (AGD) and accountability to affected populations (AAP) through community-based protection, Child protection, Gender-Based Violence (GBV) prevention and response, gender equality, disability inclusion, youth empowerment, psycho-social support and PSEA, registration, asylum/refugee status determination, resettlement, local integration, voluntary repatriation, human rights standards integration, national legislation, judicial engagement, predictable and decisive engagement in situations of internal displacement and engagement in wider mixed movement and climate change/disaster-related displacement responses. S/he supervises protection standards, operational procedures and practices in protection delivery in line with international standards.

The Associate Protection Officer is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern, ensuring that operational responses in all sectors mainstream protection methodologies and integrate protection safeguards. The incumbent contributes to the design of a comprehensive protection strategy and represents the organization externally on protection doctrine and policy as guided by the supervisor. S/he also ensures that persons of concern are meaningfully engaged in the decisions that affect them and support programme design and adaptations that are influenced by the concerns, priorities and capacities of persons of concern. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, authorities, protection and assistance partners as well as a broader network of stakeholders who can contribute to enhancing protection.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, 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 the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

4. Duties

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Promote International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Foster their consistent and coherent interpretation and application through mainstreaming in all sectors and /or in clusters in applicable operations.
- Assist in providing comments on existing and draft legislation related to persons of concern.
- Provide legal advice and guidance on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Conduct eligibility and status determination for persons of concern in compliance with UNHCR procedural standards and international protection principles.
- Promote and contribute to measures to identify, prevent and reduce statelessness.
- Contribute to a country-level child protection plan as part of the protection strategy to ensure programmes use a child protection systems approach.
- Contribute to a country-level education plan.
- Implement and oversee Standard Operating Procedures (SOPs) for all protection/solutions activities which integrate AGD sensitive procedures.
- Oversee and manage individual protection cases, including those on GBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents through working relations with governments and other partners.
- Recommend durable solutions for the largest possible number of persons of concern through voluntary repatriation, local integration and where appropriate, resettlement.
- Assess resettlement needs and apply priorities for the resettlement of individuals and groups of refugees and other persons of concern.
- Participate in the organisation and implementation of participatory assessments and methodologies throughout the operations management cycle and promote AGD sensitive programming with implementing and operational partners.
- Contribute to and facilitate a programme of results-based advocacy through a consultative process with sectorial and/or cluster partners.
- Facilitate effective information management through the provision of disaggregated data on populations of concern and their problems.
- Promote and integrate community-based approaches to protection and contribute to capacity-building initiatives for communities and individuals to assert their rights.
- Support activities in the area of risk management related to Sexual Exploitation and Abuse, fraud, case-processing, data protection, and human rights due diligence at country level.
- Participate in initiatives to capacitate national authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Intervene with authorities on protection issues.
- Negotiate locally on behalf of UNHCR.
- Decide priorities for reception, interviewing and counselling for groups or individuals.
- Enforce compliance of staff and implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Enforce compliance with, and integrity of, all protection standard operating procedures.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

Law, International Law, Political Sciences or other relevant field

Certificates and/or Licenses

Not specified

Relevant Job Experience

Essential

Professional experience in the area of refugee protection, internal displacement, human rights or international humanitarian law. Good knowledge of International Refugee and Human Rights Law and ability to apply the relevant legal principles.

Desirable

Field experience, including in working directly with communities. Good IT skills including database management skills.

Functional Skills

*PR-Protection-related guidelines, standards and indicators

*LE-International Refugee Law

*PR-Age, Gender and Diversity (AGD)

PR-Gender Based Violence (GBV) Coordination

MG-Projects management

PR-PR-Human Rights Doctrine/Standards

PR-International Humanitarian Law

PR-Protection and mixed-movements

PR-Internally Displaced Persons (IDP) Operations & IDPs Status/Rights/Obligation

PR-Climate change and disaster related displacement

PR-Community-based Protection

MS-Drafting, Documentation, Data Presentation

(Functional Skills marked with an asterisk* are essential)

Language Requirements

For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.**

For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.**

For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.**

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies:

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies:

Judgement and Decision Making

Empowering and Building Trust

Cross-Functional Competencies:

Analytical Thinking

Negotiation and Conflict Resolution

Political Awareness

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

7. Operational Context & Desired Candidate Profile

Only candidates with Swedish nationality are eligible to apply for this vacancy.

Fifteen years from the start of the Syria conflict and the first arrival of Syrian refugees to Lebanon in 2011, Lebanon has faced multiple unprecedented crises and evolving regional dynamics in recent years, including two armed conflicts with Israel (in 2024 and 2026) and the fall of the Assad government in Syria on 8 December 2024. These dynamics have presented the refugee population with significant upheaval but also new opportunities.

Prior to the 2026 conflict, the Government of Lebanon estimated that some 1.12 million Syrian refugees would live in Lebanon in 2026, alongside some 11,000 asylum seekers and refugees of other nationalities. While Lebanon remains one of the largest refugee hosting countries per capita worldwide, it has also witnessed the return of over half a million refugees to Syria in 2025 (confirmed or presumed), in parallel to the arrival of 115,000 Syrians displaced after December 2024. The renewal of conflict in March 2026 has spurred another wave of return due to *force majeure*, with hundreds of thousands crossing into Syria.

With little opportunities for inclusion and integration in the local economy and communities, many refugees in Lebanon have been unable to meet basic needs. Restrictions on admission to territory and suspension of UNHCR registration of Syrians by the Government since 2015 have impacted refugee access to safety, with only 17% of Syrians above age 15 holding legal residency in 2025. Further, growing economic stressors have been linked with mental health issues and elevated gender-based violence (GBV), including intimate partner violence, violence against children, and exploitation by landlords or employers. Additionally, Syrian children have faced inconsistent access to formal education due to bureaucratic impediments and economic strain. For post-2024 arrivals, lack of legal recognition combined with limited community networks and support further exacerbate vulnerabilities.

Given the change of regional context and following the election of its reform-oriented Government, Lebanon has positively engaged with the international community, notably building on opportunities for voluntary return (VolRep) to Syria. It adopted a Return Policy in July 2025 and concluded an Exchange of Letters with UNHCR on practical cooperation to facilitate VolRep. As a result, 54,673 returns were facilitated by UNHCR in 2025 via counselling, legal aid to secure civil documents, and provision of Repatriation Forms and \$100 cash grants per person, while 89% of returns (446,930) were spontaneously self-organized. Many within both groups of returnees have also benefited from reintegration support on arrival to Syria. In this framework, GoL waived administrative fees, fines, and re-entry bans for those wishing to return to Syria.

The position aims to ensure the implementation of the Inter-Agency Voluntary Return Action Plan, to support the safe, dignified and voluntary return of up to 200,000 Syrian refugees in 2026, including support to the Durable Solutions Working Group; and establishing an effective relationship with IOM on organized return movements.

In this context, the Associate Protection Officer will also support the operation's Country Office protection and solutions team, which engages with field teams and other technical units on community-based protection; communication with communities; individual case management and services related to child protection, GBV, and persons with specific needs; monitoring and analysis; and durable solutions including return. The incumbent will contribute to strategic planning, development or revision of SOPs, relevant protection messaging, and ensure that implementation at field level aligns with country office goals and objectives. To this end, the incumbent will closely coordinate with data management and programme colleagues to ensure effective reporting, monitoring, and analysis. As relevant, the incumbent will also conduct missions to the Field Offices and Community Development Centers to monitor and provide support to field-based protection and solutions teams.

The successful candidate will implement activities in accordance with the operation's protection and solutions strategy, with a view to ensuring protection for the most vulnerable and finding durable solutions to the maximum number of refugees and other forcibly displaced persons.

He/She will participate in consultative processes within UNHCR and a broad range of regional and national external partners to promote protection, voluntary repatriation, local integration and resettlement.

The incumbent will monitor field-level implementation of the operation's protection and durable solutions strategies and SOPs and provide advice for improvements, analyse statistics, trends, and other documents, and draft reports and engage national and local interlocutors on protection and durable solutions issues.

The ideal candidate must have excellent communication skills, ability to tailor messages to different audiences and produce multiple type of documents including analytical reports, strong interpersonal skills and ability to working very closely with all units of the operation as well as interacting with relevant external stakeholders.

Previous experience working with community-based structures (including through participatory consultations and providing feedback), field experience, including in working directly with communities and good IT skills including database management skills are considered strong assets.

8. Living conditions at the duty station

- **Housing/accommodation:**

Lebanon offers a wide range of accommodation at different price points. Some of the most popular areas for expatriates are: Downtown, Ashrafieh, Hamra, Clemenceau, Badaro and Verdun.

United Nations staff are required to stay in hotels that have been cleared by UNDSS. The list of cleared accommodation is regularly updated – to be acquired from the Admin unit in the Operation upon arrival.

The minimum lease duration in Lebanon is generally one year, and tenants often have to pay a minimum of 6 months' rent in advance and in some cases even one year. Other times, tenants pay every 3 months or even every month. In addition, one month's rent is usually required by landlords as a security deposit. Tenants who sign a one-year contract have the right to remain in the property for three consecutive years. Thereafter, the landlord is entitled to terminate the contract or renegotiate. For leases with a diplomatic clause, tenants have the right to terminate before the end of the agreement. In the event of early termination of the lease, the landlord must reimburse the tenant the monetary value of the remaining months of the contract.

Regarding rental subsidies, the maximum reasonable rental level in Lebanon is 4,000 United States dollars for single staff and 5,000 for married staff.

- **Health care:**

Doctors and hospitals often require immediate cash payment for services. Most hospitals are well-equipped, and doctors are well-qualified. The majority of medical staff speak both French and English. Hospitals in Beirut region include:

Hospital	Location
Hotel Dieu de France	Achrafieh, Beirut
American University of Beirut Medical Center – AUBMC	Hamra, Beirut
Clemenceau Medical Center - CMC	Clemenceau, Beirut
Saint Georges Hospital Medical Center	Achrafieh (Jeitawi), Beirut

- **Educational facilities:**

Education is highly valued in Lebanon; it has one of the most educated and technically prepared populations in the Middle East. All Lebanese schools are required to follow a prescribed curriculum designed by the Ministry of Education.

- **Security:**

The United Nations Security System in Lebanon is divided into two areas of operation. One is the southern area of the country which lies to the south of Litani River (SLR) under the responsibility of the peace keeping force (UNIFIL) according to the United Nations resolution 1701/2006. The rest of the country is called North Litani River (NLR).

- **Other (transports, banks, etc):**

Rafik Hariri International Airport is located in the southern suburbs of Beirut, less than 10 km away from Downtown. A taxi from the airport to Downtown Beirut can be anywhere between 20 to 30 United States dollars; make sure to agree on the price before entering the taxi.

For transportation within Beirut, you have four options: a "service" taxi (a shared taxi with a lower cost than a private taxi), an Uber or Bolt car, a private taxi or a minibus. Public transportation vehicles in Lebanon have a red license plate.

Trusted taxis that have been cleared by the United Nations Department of Safety and Security (UNDSS) are advised as a secure means of transportation.

Lebanon remains a complex operational environment. The country is recovering from recent conflicts and displacement, as well as a prolonged economic crisis. It hosts 1.4 million Syrian refugees, according to the Government of Lebanon—the highest per capita

globally—placing immense strain on basic services. While a transitional government was formed in early 2025, challenges are expected to continue, particularly in implementing a comprehensive plan for macroeconomic and financial stabilization.

A ceasefire between Israel and Hezbollah in Lebanon took effect on 26 November 2024, after more than a year of fighting that resulted in thousands of casualties and injuries, and affected up to 1.3 million people, including around 900,000 who were internally displaced. Despite the ceasefire, Israeli airstrikes in South Lebanon and the Bekaa have continued, causing further casualties and injuries.

Hostilities renewed in March 2026, including widespread airstrikes and ground incursions. Unexploded ordnance has impacted communities, exacerbating protection concerns, limiting humanitarian access, and hindering relief and recovery efforts. At its peak, over 1 million IDPs were recorded. Those attempting to return home have faced extensive damage to essential infrastructure and residential buildings.

The fall of the Assad regime in Syria has also driven regional shifts. Returns and movements occur through both official and unofficial border crossings, creating a fluid picture. At the same time, Lebanon has received nearly 110,000 new arrivals into the Baalbek-Hermel area of the Bekaa, as well as the Akkar and North Governorates. The latter influx is due to hostilities in Syria's Tartous, Latakia, Homs, and Hama Governorates since early March, with displacement ongoing.

UNHCR and its partners face a significant and unexpected funding shortfall in 2025, prompting a focus on lifesaving and core mandate activities. Reduced funding has already impacted critical sectors such as cash assistance, healthcare, and education.

Despite these challenges, Lebanon is showing signs of recovery. Housing and essential services, including healthcare and international schooling, are improving. However, trust in the banking sector remains low. International staff may open fresh USD accounts in local banks to facilitate transfers from foreign accounts and local USD transactions. The operation's finance team will provide guidance on setting up these accounts, if needed.

UNLP holders are granted six-month, multiple-entry visas upon arrival, but these cannot be converted into residency permits. Residency is required for opening local bank accounts, signing long-term lease agreements, purchasing vehicles, registering children in international or national schools, and requesting visas for family members. International staff must obtain an official visa in their national passport before arrival, ideally through the nearest Embassy of Lebanon. UNHCR Lebanon's administration will support this process prior to the staff member's arrival in the country.