



## ASOCIAȚIA ECUMENICĂ A BISERICILOR DIN ROMÂNIA—AIDRom

Biserici Membre: Biserica Ortodoxă Română, Biserica Reformată din România, Biserica Evanghelică AC din România, Biserica Evanghelică-Lutherană AC din România, Biserica Armeană din România

Str. Ilarie Chendi nr. 14, sector 2, București

Telefon: +4021.212.48.68, Fax +4021.210.72.55

### VACANCY PROTECTION ASSISTANT ETC Timișoara

**AIDRom - The Ecumenical Association of Churches in Romania** is hiring a **Refugee Protection Assistant** to carry out daily activities within the project "**Assistance and services offered to refugees at the Emergency Transit Centre in Timișoara**", which also includes support for Ukrainian refugees, a project funded by the High Commission of the United Nations for Refugees (UNHCR - Representative Office in Romania).

**Duration:** The employment contract will be full-time (8 hours/day), until December 31<sup>st</sup>, 2023, and may be extended, depending on individual performance and availability of funds.

#### **Main responsibilities:**

- Ensures the participation of refugees in information sessions, discussions, focus groups, individual or community assessments regarding risk assessment and the exercise/respect of their rights,
- Participates in the implementation and monitoring of the individual case management system, ensuring that the services offered by the multidisciplinary team are properly documented for each individual case,
- Participates in the organization of psycho-social meetings, writes the minutes of the meetings and updates the individual case management files,
- Develops the weekly plan according to the needs of the refugees,
- Updates and maintains the refugee database with all relevant information,
- Carries out a constant analysis on the risks and capacities of the refugees/community (using criteria such as: age, gender, diversity, etc.),
- Ensures that the services, planning and programs implemented for refugees use the participatory approach. In this sense, he/she implements constant mechanisms for collecting feedback and analysing it, and formulates recommendations for the implementation of specific actions based on community feedback,
- Stays constantly informed about the political, social, economic and cultural developments that have an impact on the protection environment, through documentation and by maintaining the relationship with the refugees and the network of partners,
- Identifies and ensures compliance, in the provision of services, of the specific protection needs of women and men, children, young people and the elderly, people with disabilities, or other marginalized groups (LGBTQIA+, people with chronic or acute diseases, etc.) ,
- Identifies individuals or groups in priority need for counselling and other activities, based on criteria agreed with the team in the organization and the UNHCR Protection Team; prepares reports and sends them to specialized services and departments in the organization,
- Identifies the protection risks of the refugee community, explores their causes and effects and proposes prevention and/or response measures, under the coordination of UNHCR; actively participates in the early identification of specific needs and in the development of the intervention plan according to existing practice,



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- Ensures compliance with global protection policies and professional integrity standards in the provision of protection services, by the entire team. In this sense, it runs information sessions with the support and in coordination with the UNHCR Protection Team,
- With the support of UNHCR protection staff and in collaboration with the psycho-social team, applies the SOPs (standard operating procedures) of the ETC to ensure an adequate response in cases of gender-based violence (GBV), following a case specific approach,
- Informs both the Project Coordinator and those responsible for protection issues within UNHCR (Timișoara and Bucharest) on the cases and protection issues identified,
- Contributes to other relevant tasks as required.

### Requirements:

- Graduate with a degree from a university study program in the social field or in another relevant field (political science, psychology, sociology, international law, etc.),
- Minimum 12 months of experience in one of the fields: asylum, migration, social assistance, assistance to vulnerable groups,
- Knowledge of the Romanian language,
- Knowledge of Arabic and/or English is an advantage,
- Advanced knowledge of Microsoft Office operation.

Experience in the field of NGOs and/or refugees is an advantage.

The salary is confidential, it will be communicated during the employment interview.

People interested in these positions are asked to **send a CV** to [juridic@aidrom.ro](mailto:juridic@aidrom.ro) with the **subject line: "Refugee Protection Assistant Application"**, by **April 24, 2023**. Only those selected for an interview will be contacted.

We would like to inform you that, as of May 25, 2018, the regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data ('GDPR') will be applied by all states of the European Union. In this context, our organization is committed to protecting and respecting your personal data privacy. If, after reading this job announcement, you send us your data (in the form of a Curriculum Vitae), it means that you have been informed based on art. 13 of regulation 2016/679 of the European Parliament and of the Council / April 27, 2016, that we will collect and process your personal data (name, email address, telephone number, home address, etc.) for the purpose of carrying out the process of recruitment and selection initiated by the organization's representatives and that you have given your consent for them. We emphasize that we will use this data only for the purpose for which it was requested, namely to complete the recruitment process.