	FORM	F-TH-02 Versión: 07 17/03/2021
	CALL FOR SELECTION AND JOB PLACEMENT	

No. 053-2023

Date of call for applications and publication on the website: 05 July 2023

Deadline for submission of curriculum vitae: 24 July 2023

Position required: Regional Protection Expert

Number of vacancies: 1

Type of contract to be signed: FIXED TERM contract

Term of the contract to be signed: 9,5 months, which may be extended.

Place of Work: Bogotá D.C. The position requires a high availability for travel to the implementation areas in Venezuela, Colombia, Ecuador, Peru and Brasil.

Monthly Salary: submit a cover letter with salary requirements

Applicant Project: EuroPana - "Promoting assistance and food security for migrants, asylum seekers, victims and local vulnerable host communities in Venezuela, Ecuador, Peru and Brazil"

Project code: DCV 226-2022-002

GENERAL FRAMEWORK OF THE CONTRACTING ENTITY


The Secretariado Nacional de Pastoral Social/Caritas Colombiana (SNPS/CC) is a body dependent on the Colombian Episcopal Conference, initially recognised by the XXXIII Plenary Assembly of the Colombian Episcopate in 1977. It was subsequently constituted as a non-profit organisation based in Bogotá D.C., governed by canonical regulations, on the basis of which it was granted legal status by the Episcopal Conference on 22 March 1996. The SNPS/CC has an intervention strategy based on "social transformation" that seeks to promote integral human development for the construction of sustainable peace. The strategy consists of four procedural phases: solidarity response in crisis, reconstruction of the social fabric, socio-economic stabilisation and desired future.

Background EuroPana

Caritas Germany (DCV) and Caritas Switzerland (CACH) were among the first international humanitarian organisations in the region to respond to the impact of the migration crisis from Venezuela through the EuroPana programme and previous projects since 2016.

The EuroPana Programme is structured through a consortium of Caritas Germany and Caritas Switzerland, international organisations that have worked together to respond to the migratory crisis in the region and the consequences of the armed conflict in Colombia, as part of integral human development and the establishment of sustainable peace.

This consortium is supported by the European Commission's Humanitarian Aid Office (ECHO). It provides assistance and protection in Venezuela, Colombia, Ecuador, Peru and Brazil. The programme is coordinated by the Europana's Consortium Committee based in Bogota, Colombia. Phases I, II and III of

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the programme were implemented between 15 July 2019 and 31 May 2022. The services are requested for phase IV, which started in December 2022.

1. SUBJECT OF THE CONTRACT TO BE CONCLUDED

Caritas Germany and Caritas Switzerland are looking for a **Protection Expert to work at regional level** on the development and implementation of the protection sector strategy of a multi-sectoral humanitarian response programme.

This call is open to all persons who consider themselves to have the appropriate profile described here.

2. ROLE AND RESPONSIBILITIES

Fulfil professional training, experience, skills and competencies, job description, general and specific responsibilities, as listed below:

EDUCATION AND PROFESIONAL SKILLS

- University degree in social sciences, law or political science
- Specialization(s) in humanitarian aid/ international cooperation with a focus on international protection.
- A master degree in humanitarian aid is an asset

EXPERIENCE


- At least seven (7) years' experience of working in humanitarian aid in complex and changing contexts.
- Minimum four (4) years of professional experience in protection strategy response development and implementation of protection activities.
- Good knowledge of the national and international normative framework on human rights, humanitarian law and protection of displaced persons, migrants, and refugees.
- Profound knowledge of humanitarian and protection principles, as developed by IASC, UN bodies, the Sphere Project and ECHO, as well as age, gender and diversity approaches.
- Knowledge and experience within the technical field and humanitarian operations.
- Experience with the implementation of humanitarian aid projects financed by international donors. Experience with ECHO and consortium projects is a strong asset.
- Experience conducting capacity building activities of aid-workers.
- Experience and knowledge for the response, prevention and mitigation of gender-based violence and human trafficking.
- Experience in the protection sector gained in other countries and continents is an asset.
- Experience with Knowledge Management and Learning.

SPECIFIC KNOWLEDGE

- International standards for specialised protection response in humanitarian assistance.
- Excellent communication skills, both verbal and written, in Spanish, very good communication skills in English, ability to speak Portuguese is an asset.

COMPETENCIES AND SOFT SKILLS

- Strong analytical skills regarding needs, conflicts, risks and a changing environment
- Effectiveness in designing strategies, methodologies, work plans and preparation of training.

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- Demonstrated ability to interact with technical and non-technical staff members in a pleasant, cooperative, and helpful manner.
- Demonstrated ability to leadership in teamwork, to solve problems and to work independently.

GENERAL REQUIREMENTS:


- Carry out activities under the supervision of the EuroPana's Consortium Committee.
- Timeliness in complying with the plans and deadlines stipulated by the employer for the fulfilment of the tasks for which he/she is responsible, as well as the conditions and criteria for the delivery of results for the activities entrusted.
- Immediate and permanent availability to carry out the tasks for which he/she is responsible.
- Effective protection, confidentiality and secrecy of files, programmes and other information obtained and produced in the performance of their contract, which Caritas Germany and Caritas Switzerland in coordination with the SNPS/CC have not expressly and formally authorised to use for personal gain and/or to pass on and disseminate to third parties.
- Strict adherence to the procedures and technical criteria agreed with the funding sources.

ROLE

The purpose of the Regional Protection Expert position is to lead the technical development of the protection sector strategy at EuroPana program and its institutionalisation at Caritas and relevant partners network. The Regional Protection Expert is responsible for assessing the sectoral protection expertise at Caritas consortium and implementing partners levels, leading the capacity building for protection staff and technically guiding the specialised protection response at regional, national and local levels. The Regional Protection Expert will develop strong working relationships with Europana's Consortium Committee, thematic experts of the donor's field offices, implementing partners teams and external Protection actors.

Generic Responsibilities

- Protection strategy: Develop and institutionalise the protection strategy of the EuroPana program, in accordance with ECHO, IASC, Sphere and other regional and global standards and principles for protection sectoral analysis and response.
- Protection strategy implementation: Supervise and ensure the implementation of a specialised protection response aligned to global standards.
- Internal coordination: Ensure fluent communication and coordination of the workflow with the Europana's Consortium Committee and implementing partners.
- External liaison and coordination: Facilitate dialogue between the consortium and the donor's thematic protection expert(s). Actively participate in protection coordination spaces at the regional and national level, and dynamise the relationship with other agencies.
- Fulfilment of quality standards: Ensure compliance with and adherence to global, ECHO, Caritas and Europana's policies, tools, manuals and guidelines.
- Protection risks assessment: Develop and contribute to protection risks analysis to identify protection gaps and capacities among affected populations, and feed into the protection strategy.
- Capacity building: Identify capacity gaps and provide systematic training and mentoring to project staff.
- Institutional learning: Develop and maintain knowledge of the area of work expertise in which technical assistance and support is provided, in order to contribute to institutional learning.
- Monitoring and evaluation: Responsible before the Europana's Consortium Committee for the organisation and execution of tasks according to priorities and working plan established.
- Reporting: Prepare and deliver status, donor and other reports required by management.

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Specific Responsibilities


- Develop the assessment and elaborate the work plan for the implementation of the specialised protection response strategy of the EuroPana programme.
- Present the protection strategy to the donor and adjust it according to the donor's recommendations.
- Consolidate methodologies and tools for needs assessment, risk protection analysis and monitoring, in order to assure a high-quality protection sector strategy for coherent application for all implementing partners.
- Conduct regular meetings with the Europana's Consortium Committee, as well as participate in the monitoring committees with the implementing partners.
- Actively engage in dialogue with the donor's thematic experts and externally with other international cooperation actors.
- Ensure protection international standards are adhered to within the protection activities and program.
- Lead the capacity building of staff of implementing partners in the main protection sector aspects/topics.
- Carry out follow-up visits to countries in the region to supervise and monitor the technical and operational aspects of the protection sector and the protection approach in all sectors.
- Carry out follow-up visits arranged by the donor to present the protection response.
- Convene specific monitoring, evaluation and learning plans with project implementing partners to learn about local progress in close cooperation with MEAL expert(s).
- Develop regional and/or national level workshops with implementing partners.
- Review and provide feedback on technical and other reports from program implementing partners based on compliance and commitments achieved.
- Participate in coordination meetings relevant to the implementation of protection activities including the Protection Cluster/Sector and encourage the participation of national protection experts in the respective national coordination spaces.
- Other duties as assigned by the Europana's Consortium Committee in fulfilling the purpose of the position.

3. DOCUMENTS SUPPORTING THE CALL FOR PROPOSALS

Fill in the curriculum vitae form available on the online form <https://forms.office.com/r/CKg52Ds5JG> and attach the following documents to the e-mails convocatoriasnps2@cec.org.co, tatiana.melo@caritas.de and krincon@caritas.ch specifying in the subject of the message: **call number, position and city to which you are applying for.**

- Identification document (identity card or passport).
- Permission to work in Colombia and/or the possibility of applying for it to fulfil the purposes of this contract (non-Colombians).
- Copy of academic diplomas obtained (university, postgraduate, master's, etc.).
- Copy of professional card (if applicable)
- Work certificates evidencing the required experience
- Certificates from the Colombian Attorney General's Office, Comptroller General's Office and Police (Colombian) and/or judicial record certificate from the country of origin (non-Colombian).
- Cover letter with salary requirements.
- Resume in Word or PDF format

Applicants who do not comply with all the requirements and supporting documents will not be considered in the selection process.

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4. GENERAL CRITERIA AND TIMETABLE FOR SELECTION

EVALUATION

Participants will be evaluated on the basis of the following criteria and values:

CRITERIA	%
1. Curriculum Vitae	20%
2. Technical Test	30%
3. Psychological Test	20%
4. Interview	30%
TOTAL (1+2+3+4)	100%

TIMETABLE FOR THE SELECTION PROCESS

Publication of the call for proposals: 05 July 2023

Closing date: 24 July 2023 until 23:59h (GMT-5 Bogotá, Quito, Lima)

Selection and recruitment: 25 July – 04 August 2023

Starting date: 08 August 2023

5. FINAL CLARIFICATIONS TO THE PROCESSES OF CALLING FOR APPLICATIONS BY THE NATIONAL SECRETARIAT FOR SOCIAL PASTORAL (SNPS/CC)

5.1 With regard to the Contracting Entity:

- This call for applications is carried out as part of the recruitment process established by the institution and constitutes a tool to ensure that the selection is made in a transparent manner and with equal opportunities for those interested in participating in it.

- The SNPS/CC does not use selection criteria that discriminate between candidates or interested parties on the basis of their marital status, race, gender, economic situation or religion.

- The SNPS/CC requires its employees and contractors to accept and comply with its codes of conduct and child protection, as well as the Caritas Internationalis codes of ethics and conduct, among others. In this context, candidates interested in participating in this call for applications are encouraged to consult them through the caritascolombiana.org website, link to SNPS/CC policies and standards.


5.2 With regard to candidates applying for this call

- The provision of false, incomplete or adulterated information or the presentation of false, incomplete or adulterated documentation will result in the exclusion of the candidate from the selection process.

- Participation in this selection process entails an express acknowledgement by the candidate that he/she is not linked to or convicted of criminal investigations related to money laundering, corruption, trafficking in persons, drug trafficking, financing of terrorism and conduct related to the life and integrity of persons.

5.3 Frente al contrato a suscribir:

METHOD OF PAYMENT: Employment Contracts: Bi-weekly

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5.4 Address of the Employer

Address and contacts:

Carrera 58 No. 80 87, Bogotá. Colombia / Telephone 4377150 (Extension 437-433), Mobile: 3204326958

FINAL OBSERVATION. THIS CALL FOR PROPOSALS DOES NOT CONSTITUTE AN OFFER OR PROMISE ON THE PART OF THE NATIONAL SECRETARIAT OF PASTORAL SOCIAL WORK OF CARITAS COLOMBIANA WITH RESPECT TO THE AWARD OR CONCLUSION OF ANY CONTRACT. ACCORDING TO THE NEEDS THAT MAY ARISE, IT MAY BE MODIFIED IN ITS TERMS AND SCOPE BY THIS ENTITY AT ANY TIME.