

Protection Assistant - Kyiv, Ukraine

POSITION OBJECTIVES

Under the supervision of the Senior Protection Officer (MHPSS/GBV), the Protection Assistant will work in the multi-sectoral emergency assistance for the most vulnerable conflict-affected people within the DCA/NCA Joint Country Programme (JCP). The Protection Assistant will be responsible for the day-to-day support of the JCP's protection activities in Ukraine including but not limited to ensuring that the JCP's protection policies and procedures are followed and implemented consistently.

MAIN RESPONSIBILITIES

- Assist the Protection Officers in implementing all protection activities, including working with local authorities, community-based initiatives, capacity building, and aiding conflict-affected populations.
- Maintain accurate case records and confidential documentation for survivors of GBV and other vulnerable individuals.
- Contribute to designing clear weekly and monthly plans for protection activities and regularly report to the Senior protection officer.
- Conduct intake assessments to identify beneficiaries' needs and provide appropriate referrals.
- Strengthen the referral system for survivors of psychological and physical violence.
- Facilitate trainings on different protection topics for staff, community members, and partners.
- Participate in the creation and dissemination of mental health and GBV awareness materials, including Information, Education, and Communication (IEC) tools.
- Support in conducting awareness-raising sessions, information campaigns, and focus group discussions on protection-related issues.
- Support in preparation and submission of weekly and monthly reports on program implementation, challenges, and success stories.
- Support protection monitoring and data collection, documenting the needs of affected populations.
- Support in monitoring and evaluating the progress of MHPSS and GBV-related interventions, ensuring timely follow-ups and adjustments as needed.
- Carry out other tasks directed by the supervisor.

REQUIREMENTS

- Understanding and experience of mental health and psychosocial interventions in a humanitarian response context, tailored to care for violence and mental health. Preference for this experience within a protection sector framework.
- Communication and facilitation skills, strong interpersonal skills.
- Soft skills: sincerity, responsibility, honesty, openness, desire to help, ability to evaluate people, empathy.
- Bachelor's degree in psychology, social work, law, human rights, or a related field.
- English A2/B1
- MS Office (Word, Excel, PowerPoint) and data management tools.

Regardless of the content of this job description the employee is expected to participate in any task necessary for the organization always delegated by the manager.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.

