



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## Memorandum

UNHCR Representation in Malaysia

570 Jalan Bukit Petaling  
P.O. Box 10185,  
50706 Kuala Lumpur, Malaysia

To/A: All locally-recruited staff members  
UNHCR and UN Agencies in Kuala Lumpur

From/De: Richard J. Towle, Representative, UNHCR Kuala Lumpur

File Code/Dossier: 18/KL/5183

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/015/18)  
RSD ASSOCIATE - UNOPS CONTRACT**

Date: 08 May 2018

**Title:** RSD ASSOCIATE

**Grade:** GL.6 (UNOPS Contract)

**Post No.:** RSD/001-0010/17/ECHO (3 Posts)

**Working Hours:** Monday to Friday from 01.00 pm to 9.00 pm

**Language:** Fluency in English

**Effective Date:** from 01 June to 31 December 2018

**Location:** UNHCR Office in Kuala Lumpur

### 1. General Background:

The RSD Associate is a member of the UNHCR Malaysia Refugee Status Determination (RSD) team. Under the direct supervision of the Associate RSD Officer and overall supervision of the RSD Officer (RSD Supervisor), s/he will conduct RSD for persons of concern to UNHCR in order to assess their asylum claim under the 1951 Refugee Convention.

### 2. Purpose and scope of the assignment:

- Conduct three (3) RSD interviews a day for the purpose of gathering information which relates to the assessment of asylum claims.
- As a result of the interviews with persons of concern, draft three (3) RSD assessments on the day of the RSD interview in order to recommend whether to grant refugee status under international law.
- When required, conduct appeal file review and appeal interview (if needed) for applicants rejected at first instance.

- Stay abreast of legal, political, security and other developments which impact on legal status of persons of concerns.
- Maintain accurate and up-to date records and data related to all work on individual cases.
- Provide counselling to asylum seekers and refugees.
- When required, provide rejection counselling to applicants who have been rejected for refugee status.
- Identify cases with specific needs in accordance with the procedural standards and bring them to the attention of the Associate RSD Officer.
- Conduct any other duties assigned by the Associate RSD Officer and RSD Supervisor.
- Willingness to work extra hours and beyond normal work schedule as required.

**3. Qualification and Experience:**

- Preferably University Degree (Law, Political Science, International Human Rights Law and/or a related field).
- At least 2 years prior work experience in a related field.
- Fluency in both verbal and written English..
- Ability to prioritize and conduct work to a high standard and meet deadlines in a busy work context.

**4. Key competencies:**

- Excellent communication and English drafting skills
- Good research and analytical skills
- Computer skills (wordprocessing; data management an asset)
- Strong interpersonal skills, ability to work in a team and to handle work-related stress
- Proven interviewing, writing and analytical skills.
- Fluency in another UN language desirable.
- Exhibit maturity and ability to deal with confidential and sensitive information.
- Ability to establish and maintain good working relations with people of different national and cultural backgrounds.

**Applications**

- i. All candidates must have substantial relevant knowledge of the local conditions. Proficiency in English and Bahasa Malaysia. **There will be a written test for this job opening.**
- ii. Candidates MUST include a recent curriculum vitae or UN Personnel History Form (P.11) with their application, without which their candidature will not be reviewed.
- iii. Applications in writing are to indicate the VN number and the post title on the envelope and to be addressed to the Administration/Finance Officer, UNHCR Branch Office, P. O. Box 10185, 50706 Kuala Lumpur. Applications by email are to be addressed to [mislu@unhcr.org](mailto:mislu@unhcr.org). Any decision to withdraw an application must be submitted in the same manner.

**IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 22 May 2018**

Applications reaching the UNHCR Branch Office after the closing date will not be accepted.