



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 Towle, Representative, UNHCR Representation in Malaysia

File Code/Dossier: 18/KL/12936

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE - VN036/18
SENIOR PUBLIC HEALTH ASSOCIATE (UNOPS POST)**

Date: 04 December 2018

Title : SENIOR PUBLIC HEALTH ASSOCIATE
Grade : GL.7 (UNOPS Post)
Post No. : HEALTH/001/18
Language : Fluency in English and Bahasa Malaysia
Effective Date : 01 Jan 2019
Duration : Until 31 December 2019 (with possibility of extension)
Location : UNHCR Office in Kuala Lumpur

General Background:

The incumbent would report to the Head of Health Unit, UNHCR Malaysia. He/she support and assists with health programme coordination, planning, monitoring and evaluation; as well as promoting capacity-building of UNHCR personnel and partners, and advocacy, information and communication on public health related issues. UNHCR Global and Malaysia Public Health Strategy, Country Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Senior Public Health Associate. S/he is expected to stay abreast of the challenges posed to the region by the political context, the UN and humanitarian reform and institutional developments

Duties and Responsibilities:

- Provide inputs for area of work, for the country operations plan for overall compliance with global PHHIV strategic priorities, global strategic priorities and regional priorities as well as with annual programming/planning instructions.
- Assist in managing the development of a broad network of health partners, maintain good coordination practices and the development of partner capacities in Health & HIV programmes.
- Assist in ensuring coordination is regularly maintained and excellent relations kept with the health authorities, other UN agencies, IPs and other stakeholders.

- Assist in negotiating agreements with implementing partners and ensure that IP agreements are established in conformity with UNHCR's financial rules and the latest Headquarters' instructions.
- Undertake proper collection of relevant health data, monitoring and use of baselines, standards and indicators needed to measure and analyse PHHIV programme performance, trends and target interventions.
- Manage health access and utilization survey to inform on PHHIV programming and manage research where applicable to build evidence-based health programming.
- Periodic reports timely submitted and other information shared with the colleagues, supervisors and concerned offices as appropriate.
- Review the implementation and performance of IPs agreements through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports, budget and provide technical support where required.
- Assist in keeping donor representatives briefed on developments and assist in the development of funding submissions, appeals and reports.
- Assist in monitoring compliance to the organization's resource allocation framework, providing support and taking corrective action where required.
- Perform other duties as required.

Required Competencies:

Managerial Competencies

Empowering and Building Trust
Managing Performance
Managing Resources

Cross-Functional Competencies

Analytical Thinking
Planning and Organizing
Stakeholder Management

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Preferably, completion of degree in either Health Sciences, Social Sciences or related field
Minimum 4 years of previous job experience relevant to the function
- Desirable competencies- managing resources, analytical thinking, planning and organizing, stakeholder management, coordinating research.
- Experience in SRH & HIV project management is an advantage.
- Familiar with research methods and able to critically evaluate research
- Computer skills (in MS office) and basic statistical and data analysis software
- Fluency in English and working knowledge of another relevant UN language or local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.
- Good knowledge of UNHCR financial rules, procedures and processes.
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.).
- Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities.

**THIS POST IS OPEN TO EXTERNAL CANDIDATES HOWEVER, PRIORITY
CONSIDERATION WILL BE GIVEN TO INTERNAL CANDIDATES**

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 m1slu@unhcr.org. Any decision to withdraw an application must be submitted in the same manner.

IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 18 December 2018

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

