



# 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 Representation in Malaysia

File Code/Dossier: 18/KL/13085

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN039/18)  
SENIOR PROTECTION ASSOCIATE (UNOPS POST)**

Date: 12 December 2018

**Title** : SENIOR PROTECTION ASSOCIATE

**Grade** : GL.7 (UNOPS Post)

**Post No.** : CP/005/18

**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 Senior Protection Associate reports to the Protection Officer or the Senior Protection Officer. The position may entail supervisory responsibilities for protection staff including community services, registration, resettlement and education depending on the structure of the Office. He/she monitors protection standards, operational procedures and practices in protection delivery in line with international standards and provides functional protection support to information management and programme staff.

The Senior Protection Associate is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern and identify opportunities to mainstream protection methodologies and integrate protection safeguards in operational responses in all sectors. He/she contributes to designing a comprehensive protection strategy and represents the Office externally on protection doctrine and policy as guided by the supervisor.

He/she also ensures that persons of concern are involved with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, local authorities and protection and assistance partners.

### Duties and Responsibilities:

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Assist in providing comments on existing and draft legislation related to persons of concern.

- Provide advice and guidance on protection issues to persons of concern; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Assist in conducting eligibility and status determination for persons of concern in compliance with UNHCR procedural standards and international protection principles.
- Contribute to measures to identify, prevent and reduce statelessness.
- Contribute to a country-level child protection plan as part of the protection strategy.
- Contribute to a country-level education plan as part of the protection strategy.
- Implement and monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Manage individual protection cases including those on SGBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents.
- Assist in promoting durable solutions for the largest possible number of persons of concern through voluntary repatriation, local integration and where appropriate, resettlement.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
- Contribute to and facilitate a programme of results-based advocacy with sectorial and/or cluster partners.
- Facilitate effective information management through the provision of disaggregated data on populations of concern and their problems.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.

### **REQUIRED COMPETENCIES**

#### **Managerial Competencies**

Judgement and Decision Making

#### **Cross-Functional Competencies**

Analytical Thinking

Political Awareness

Stakeholder Management

### **ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED**

- Completion of secondary school. Certificate/ training in International Law, Political Science or related field is required. Job experience relevant to the function: 11 years.
- Preferably those with degree in International Law, Political Science or related discipline with 5 years experience.
- Fluency in English and working knowledge of another relevant UN language or local language.

### **DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Good computer skills.
- Completed RSD-Resettlement LP and/or Protection Learning Programme.

**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 local conditions. Proficiency in English and Bahasa Malaysia is a requirement. **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 [mislquadm@unhcr.org](mailto:mislquadm@unhcr.org). Any decision to withdraw an application must be submitted in the same manner.

**IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 26 December 2018**  
Applications reaching the UNHCR Branch Office after the closing date will not be accepted.