



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 Staff
UNHCR and UN Agencies in Kuala Lumpur

From/De: Thomas Albrecht, Representative, UNHCR Representation in Malaysia

File Code/Dossier: 19/KL/6042

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/029/19)
ASSISTANT PROTECTION OFFICER (STATELESSNESS/LIAISON)**

Date: 09 October 2019

**Title : ASSISTANT PROTECTION OFFICER
(Statelessness/Liaison) - UNOPS Contract**

Position No. : STAT/001/19

Grade : NOA

Language : Fluency in English and Bahasa Malaysia

Effective Date : As soon as possible

**Duration : Until 31 December 2019 (with a likely extension until 31 December 2020
based on satisfactory performance)**

Location : UNHCR Office in Kuala Lumpur

General background:

The Assistant Protection Officer reports to the Representative. The incumbent has supervisory responsibility for protection staff. He/she is expected to take on two areas of work which are interlinked. Namely, to lead and develop strategies to establish and maintain relationships with the Malaysian Government and Parliamentarians on matters related to refugees, asylum-seekers, and stateless persons in Malaysia; and to drive forward the statelessness work around prevention and response to statelessness in Malaysia

He/she monitors protection standards, developments in Malaysian policy and law in areas relevant to UNHCR's mandate. The Assistant Protection Officer is expected to coordinate quality, timely, and effective responses to queries from Government and other stakeholders. He/she develops and organises training for external stakeholders. He/she will build close relationships and liaises externally with authorities and partners on protection doctrine and policy as guided by the supervisor as well as to contribute to designing a comprehensive engagement and advocacy strategy.

The incumbent will be working with partners on statelessness and select individual statelessness cases which need well-thought through and consulted interventions. This requires a strong knowledge of

national and international legislation and administrative rules as well as an ability to analyse and translate legal norms into action and advocacy.

The incumbent must possess strong drafting, communication, advocacy and analytical skills, with the ability to work independently and make sound and balanced decisions and interventions. The incumbent should also demonstrate the ability to work in a multifunctional team to achieve shared goals and optimize results.

Duties and Responsibilities:

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment in Malaysia.
- Monitor and analyse contextual information in order to identify priority matters, capitalizing on and disseminating documentation and information to support country operations.
- Identify key actors for the purposes of developing and maintaining engagement strategy.
- Establish and maintain relationships with Government stakeholders, Parliamentarians, UN Agencies, embassies, and other stakeholders in order to promote/implement UNHCR's objectives and activities.
- Assist with drafting of policy papers as required by the office.
- Coordinate and draft key advocacy messages, responses to queries, situation reports, briefing notes, background material, talking points, fact sheets, press releases and articles.
- Design and organise trainings, workshops and briefings for external stakeholders.
- Provide comments on existing and draft legislation related to persons of concern.
- Manage individual protection cases involving persons who are stateless or at risk of being stateless.
- Develop statelessness strategy of the operation in line with annual planning exercise.
- Plan, monitor, and implement budget and country operations plan relevant to functions of unit.
- Contribute to measures to identify, prevent and reduce statelessness.
- Contribute to 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.
- Perform other related duties as required.

MANAGERIAL COMPETENCIES

Judgement and Decision Making

Managing Performance

Empowering and Building Trust

Leadership

CROSS-FUNCTIONAL COMPETENCIES

Analytical Thinking

Planning and Organizing

Political Awareness

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Education: University degree in Political Sciences, International Relations, Law or other related field. Graduate degree (equivalent of a Master's) or Doctorate degree (equivalent of a PhD) may also be accepted.
- Job experience: Minimum 1 year previous work experience relevant to the function.
- Strong drafting skills
- Fluency in written and spoken English and local language, Bahasa Malaysia
- Strong knowledge of local institutions is essential.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Diverse field experience desirable.
- Good IT skills including database management skills.
- Completed RSD-Resettlement LP and/or Protection Learning Programme.
- Knowledge of additional UN languages.

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

Applications

- i. All candidates must have substantial knowledge of local conditions. Proficiency in English and Bahasa Malaysia. There will be 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 Admin/Finance Officer, UNHCR Kuala Lumpur, P. O. Box 10185, 50706 Kuala Lumpur. Applications by email are to be addressed to m1sluadm@unhcr.org. Any decision to withdraw an application must be submitted in the same manner.

IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 23 October 2019
Applications reaching the UNHCR Kuala Lumpur after the closing date will not be accepted.

