



UNHCR

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

Memorandum

UNHCR Representation in Kuala Lumpur

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RE-ADVERTISEMENT

To: All Staff UNHCR and UN Agencies in Kuala Lumpur

From: Thomas Albrecht, Representative

File Code: 21/KL/3038

Subject: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/004/20)
ASSOCIATE PUBLIC HEALTH OFFICER (UNHCR Post)**

Date: 19 November 2021

PART I: Position Details

Title: ASSOCIATE PUBLIC HEALTH OFFICER

Position No: 10018460 (UNHCR Post)

Grade: NOB

Language: Fluency in English and Bahasa Malaysia

Effective Date: As soon as possible

Duration: One-year contract (with possibility of extension)

Location: UNHCR Office in Kuala Lumpur

Applications: All candidates must have substantial relevant knowledge of the local conditions. Proficiency in English and Bahasa Malaysia. The recruitment process might include written test and/or oral interview for this job opening.

Candidates **MUST** include completed UNHCR Personal History Form (PHF), without which their candidature will not be reviewed.

Applications should be submitted by email **ONLY** and to be addressed to mlsruvn@unhcr.org. Any decision to withdraw an application must be submitted in the same manner.

Subject line should precisely indicate: **POSITION OF ASSOCIATE PUBLIC HEALTH OFFICER, UNHCR, MALAYSIA.**

Closing Date: 03 December 2021 COB (18.00 Kuala-Lumpur time)

PART II: Position Requirements

Operational Context

The Associate Public Health Officer is a member of the Policy Advocacy Team, a multidisciplinary team and will ensure that UNHCR's public health programmes meet minimum UNHCR and global health standards in order to minimise avoidable morbidity and mortality among populations of concern (POC) and towards the achievement of the Sustainable Development Goals (SDGs). The Associate Public Health Officer in the Malaysia office will be supervised by a Senior Community- Based Protection Officer leading the Policy Advocacy Team, The incumbent has a functional line with the Public Health Section in Geneva regarding authoritative guidance and support in technical matters and is expected to maintain regular contact with the PHS and the Regional Bureau.

Public Health programmes include primary health care, secondary health care, community health, reproductive health (including HIV), nutrition, Mental Health and Psychosocial support (MHPSS) and health information systems. The incumbent will be supervising a Senior Public Health Associate who will be focussed on HIV, reproductive health and research support. He/she is expected to be very conversant with reproductive health programming and ensure that minimum standards are met. The incumbent is expected to have major responsibilities MHPSS responses as well. He/she is expected to coordinate closely with district, state and federal level health authorities and NGO partners for the COVID 19 vaccination roll-out. The incumbent will work with the (Senior) Programme Officer (or other designated staff member) to support operational collaboration and joint programming where required in ensuring linkages of SRH, MHPSS and Gender based Violence are established and strengthened.

The incumbent should work closely with the Community Based Protection Team to ensure consultation with communities seeking the diverse views of men, women, girls and boys, adolescents, youth, older persons, LGBTI persons, persons with disabilities, including people with psychosocial and intellectual disabilities, in assessing needs, designing, implementing and monitoring responses in line with UNHCR's policy on age, gender and diversity mainstreaming. The incumbent will also liaise closely with the Community-based Protection officer on capacity building of communities in addressing public health issues, hygiene and infection control in relation to pandemic preparedness.

The incumbent provides strong and timely technical guidance to UNHCR senior management and partners including on the design and scope of UNHCR's responses in health and nutrition, catalyses the engagement of other actors, supports resource mobilisation efforts including with the private sector and monitors the response. S/he has close contacts with internal and external stakeholders such as government counterparts, UN Agencies and embassies/donors

Organization Setting and Work Relationships:

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Duties

Coordination and Partnership

- In the absence of more senior public health staff, co-ordinate public health, reproductive health, nutrition and HIV activities within the Area of Responsibility (AOR) in support of the government's responses and in conjunction with other UN agencies, non-governmental organisations (NGOs) and other partners, including development actors to ensure delivery of public health and nutrition services to beneficiaries (POC and host community) meet UNHCR and/or nationally recognised and most up-to-date standards and policies.
- With support from the supervisor and Public Health Section in HQ, support the Operation to define the level and scope of UNHCR's involvement in public health and nutrition responses in terms of overall and operational objectives during emergency situations and beyond.
- Support the Operation's engagement in the public health related aspects of contributions of major donors to refugee responses, including the World Bank; taking part in assessments, design of projects, monitoring and evaluation.
- In line with the Global Compact on Refugees work with governments and humanitarian and development partners to ensure a complementary approach

to meet the health needs of POCs. Represent UNHCR in health coordination and other meetings including inter-sectoral groups such as Technical Working Groups for MHPSS and nutrition.

- Engage in relevant partnership fora, including in line with UNHCR's role as a UNAIDS co-sponsor of the Joint Programme on AIDS and co-lead with WFP of the Division of Labour area of HIV in Humanitarian Settings.
- Support operational collaboration with WFP including the implementation of Joint Assessment Missions and corresponding Joint Plans of Action in line with global commitments on targeting of assistance to meet basic needs and data sharing to support assistance distribution (in collaboration with programme and protection colleagues),
- Support robust and timely emergency responses to new refugee influxes or outbreaks or other situations in line with the Public Health Emergency Toolkit and UNHCR's Emergency Handbook and the SPHERE Handbook.

Strategic planning and development

- Contribute to the implementation of UNHCR's Strategic Plan for Public Health and adaptation at country level.
- Work with others in UNHCR to advocate for refugees', returnees' and other POC's access to local public health, reproductive health (RH) and HIV, MHPSS and nutrition services (including food assistance where relevant) and lobby for inclusion of refugees, returnees and other POC as a specific group in government policies and plans related to health, RH and HIV as well as major donor programmes such as the Global Fund for HIV, TB and Malaria.
- Make recommendations on the overall strategy and focus of public health and nutrition programmes within the AOR, including ensuring public health strategic approaches are developed in a multisectoral and co-ordinated manner.
- Provide up to date assessments and identification of needs for public health strategies, recognise and support the contributions of governments and other actors align with and support national health system as much as possible.
- Contribute to public health strategies addressing known gaps in health and nutrition programming based on country-specific needs assessments with due consideration to neonatal and maternal health care, TB, HIV and viral hepatitis, non-communicable diseases including mental health; palliative care, health services for LGBTI individuals, health and protection services for persons selling sex and programming for persons with disabilities including access to assistive technologies and appropriate associated services, adolescents and the elderly.
- Support the development and monitoring of country specific medium to long term inclusion plans in support of the Ministry of Health and other relevant Ministries (e.g. Social Welfare) and in partnership with development and other actors.
- Work with stakeholders, including UN agencies, NGOs, Ministries of Health and academic institutions in the development of public health response plans associated with refugee movements (including in repatriation programmes).
- Maintain and update contingency plans within the AOR for potential epidemics, refugee and returnee movements.

Technical integrity and risk mitigation

- Update and disseminate standard practices on public health, MHPSS, nutrition, HIV and reproductive health among partners.
- Support the prioritization of primary health care (including preventive,

- promotive, curative, rehabilitative and palliative care)
- Monitor, in close co-ordination with other humanitarian actors, that health care services provided to POC are based on Ministry of Health, UNHCR and/or internationally recognized and most up-to-date standards and policies.
- Adapt UNHCR internal operating procedures to ensure they are in line with UNHCR and/or international standards and improve efficiency of programme activities; this includes - but is not limited to - referral health care, medicines and medical supplies procurement and management, medical resettlement and resettlement of persons with health needs, cash-based assistance for health care coverage and referral between units and inter-sectoral collaboration,
- Monitor and support compliance with, and integrity of, all public health standard operating procedures in conjunction with Project Control and Programme staff and in line with delegated authorities, including flagging to senior managers when these are not in line with global guidance or not being followed.

Collaboration

- Support linkages of public health to WASH programmes throughout all stages of the programme cycle including in outbreak preparedness and response, emergency responses to refugee influxes, WASH in health facilities, and menstrual hygiene management.
- Support inter-sector collaboration throughout all stages of programme cycle between public health and nutrition with WASH, education, environment, shelter, and protection in order to promote synergies and maximise impact.
- Participate in the review and analysis of relevant project proposals and budgetary submissions presented by UNHCR partners within the context of the UNHCR programming cycle and highlight divergence from internationally accepted standards.
- Seek the diverse views of men, women, girls and boys, adolescents, youth, older persons, persons with disabilities and LGBTI in assessing needs, designing, implementing and monitoring responses in line with UNHCR's policy on age, gender and diversity mainstreaming.
- Support the implementation of the UNHCR Health Information System and other relevant data collection tools including the balanced scorecard, maternal and neonatal death audits, Health Access and Utilisation Survey and other corporate tools where relevant; support the analysis, interpretation and use of public health data.
- Advocate for the inclusion of refugees and other POC in national surveys such as demographic and health surveys, multi-indicator cluster surveys, AIDS indicator surveys including where possible a separate sample for refugees allowing for comparisons and trend analysis over time. Support national health systems to disaggregate data by refugee and nationals in key areas based on country specific needs in line with the 2030 Agenda for Sustainable Development.
- Support the monitoring of public health and nutrition programmes against standard UNHCR and international indicators, to ensure that programmes are evidence-based and implemented in a comprehensive and cost-effective manner.
- Support the planning, implementation, analysis, dissemination and use of nutritional surveys (Standardized Expanded Nutrition Surveys, SENS), health-related surveys and post-distribution monitoring exercises (in collaboration with WFP).
- In line with policies for Accountability to Affected Populations (AAP) ensure

POC have access to feedback and accountability mechanisms relating to public health and nutrition services including the collection and analysis of data on their satisfaction with regards to public health and nutrition services.

- Prepare regular sectoral reports and submit material for preparation of periodic project monitoring reports as required by the office at country level.
- Provide timely updates to enable adequate reporting and briefings to donors and management.

Capacity Building

- Support capacity strengthening of UNHCR and its implementing partners to address public health, nutrition, reproductive health, HIV, MHPSS programming in a co-ordinated, multi-sectoral way and disseminate relevant guidelines and information materials.
- Undertake and/or support capacity building needs assessments of UNHCR staff and partners and develop approaches to address capacity gaps including identifying internal and external training opportunities.
- Perform other related duties as required.

Education & Professional Work Experience

Years of Experience / Degree Level

3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

Medicine, Medical Science, Medical Doctor, Nursing, Public Health or other relevant field.

Certificates and/or Licenses

Epidemiology

Relevant Job Experience

Essential

Knowledge of public health, reproductive health and nutrition in humanitarian situations. Exposure to UNHCR mandate, its priorities and principles. Good communicator with strong interpersonal and negotiations skills.

Desirable

Additional qualifications in Nutrition and WASH and a thorough understanding of the linkages with public health and food security. Ability to coordinate a range of diverse actors and activities to achieve a common objective in the area of Public Health.

Functional Skills

MS-Monitoring & Evaluation

MD-Public Health Epidemiology

MD-Reproductive Health

MD-Community Health - Health Data
collection/Analysis/Interpretation

UN-UNHCR's Mandate/Policy and Global Strategic Priorities

EX-Experience in complex field emergencies

Language Requirements

Knowledge of English and/or UN working language of the duty station if not English.

Competency Requirements

Core Competencies

Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous
Learning Client & Result Orientation

Managerial Competencies

Empowering and Building Trust
Judgement and Decision Making
Managing Performance
Managing Resources

Cross-Functional Competencies

Analytical Thinking
Planning and Organizing
Stakeholder Management

PART III: Eligibility

This position is advertised internally and externally, however, **PRIORITY CONSIDERATION WILL BE GIVEN TO GROUP 1 (Internal) CANDIDATES.**

Group 1 (Internal) Candidates

Current NO staff members holding indefinite or fixed-term appointments in the country and are at the grade, one grade below or above of the post.

External Candidates

All other applicants.

Other Requirement

Staff members must serve for a minimum of one year following assignment before being considered eligible to apply for another internally or externally advertised position within the same category. The minimum one-year requirement is waived in respect of a staff member whose position is being discontinued/reclassified.

Only shortlisted candidates will be contacted. No personal queries on the status of applications will be accommodated.

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>.

NO LATE APPLICATION WILL BE ACCEPTED

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.