



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/3496

Subject: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/021/21)
SENIOR PROTECTION ASSISTANT (TA) (TEMPORARY
ASSISTANCE TO UNHCR DURABLE SOLUTIONS UNIT)**

Date: 23 November 2021

PART I: Position Details

Title: SENIOR PROTECTION ASSISTANT (TA)

Position No: RST/TA/006/21 (TEMPORARY ASSISTANCE TO UNHCR DURABLE SOLUTIONS UNIT)

Grade: GL 5

Language: Fluency in English and Bahasa Malaysia

Effective Date: As soon as possible

Duration: 6 months (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 SENIOR PROTECTION ASSISTANCE (TA), UNHCR, MALAYSIA.**

Closing Date: 2 December 2021 COB (18.00 Kuala-Lumpur time)

PART II: Position Requirements

Operational context

The Senior Protection Assistant reports to the Head of the Protection Unit.

The incumbent will be addressing various legal and practical protection challenges, including but not limited to the detention of asylum-seekers and refugees, through engagement with different Government agencies, civil society and refugee community organisations. The incumbent will monitor protection standards, operational procedures and practices in protection delivery in line with international standards and provide functional support to other colleagues and counterparts as it relates to Government policies and their obligations under international law.

Under the overall supervision of the Deputy Representative and the direct supervision of the Head of Unit, the incumbent will be conducting detention monitoring and interviews with persons, who are of concern to UNHCR, either at the UNHCR office, various detention centres or community for purposes of gathering information, which relates to their registration, assessment of asylum claim (including the verification of family unity or derivative status) or which are necessary in order to assess their protection and assistance needs.

The Senior Protection Assistant 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. The incumbent contributes to designing a comprehensive protection strategy and may liaise externally with local authorities and partners on protection issues as guided by the supervisor. The incumbent will ensure 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.

The incumbent must possess strong drafting, communication and advocacy 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.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Organization Setting and Work Relationships:

The Senior Protection Assistant normally reports to a more senior Protection colleague. The incumbent 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 Assistant provides quality, timely and effective protection support to persons of concern (PoC) and identifies opportunities to mainstream protection methodologies and safeguards in operational responses. S/he contributes to designing a comprehensive protection strategy and may liaise externally with local authorities and partners on protection issues as guided by the supervisor.

The Senior Protection Assistant also ensures that PoC are involved 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.

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Duties:

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Provide counselling on protection issues to PoC; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Support activities in protection related AGD based programming with implementing and operational partners.
- Conduct preliminary information gathering and interviews in support of eligibility, status determination, durable solutions and social needs assessment.
- 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 for PoC as part of the protection strategy.
- Monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Participate in individual protection case management including cases of SGBV and child protection. Monitor and report on cases of refoulement, expulsion and other protection incidents.
- Assist in identifying durable solutions for PoC in 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.
- Draft reports, routine correspondence, update relevant databases and compiling statistics within the Area of Responsibility (AoR).
- Contribute to initiatives to enhance national and local protection capacities.
- Select PoC for preliminary interviews and decide which relevant information to share.
- Enforce integrity in the delivery of protection services by local implementing partners.
- Perform other related duties as required.

Education & Professional Work Experience

Years of Experience / Degree Level

2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

Field(s) of Education

Not applicable.

Certificates and/or Licenses

International Law; Political Science

Relevant Job Experience

Essential

Not specified.

Desirable

Not specified

Functional Skills

IT-Computer Literacy

CL-Protection & Solutions Awareness

PR-Protection-related guidelines, standards and indicators

PR-Refugee Protection Principles and Framework

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

Not specified.

Cross-Functional Competencies

Analytical Thinking

Political Awareness

Stakeholder Management

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.