



# 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: 22/KL/0182

Subject: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/037/21)  
SENIOR RESETTLEMENT ASSISTANT (UNHCR Post)**

Date: 8 February 2022

### PART I: Position Details

**Title:** SENIOR RESETTLEMENT ASSISTANT

**Position No:** 10015285 (UNHCR Post)

**Grade:** GL 5

**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 and 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](mailto:mlsruvn@unhcr.org). Any decision to withdraw an application must be submitted in the same manner.

Subject line should precisely indicate: **POSITION OF SENIOR RESETTLEMENT ASSISTANT, UNHCR, MALAYSIA.**

**Closing Date:** 22 February 2022 COB (18.00 Kuala-Lumpur time)

## **PART II: Position Requirements**

### **Organization Setting and Work Relationships:**

A Senior Resettlement Assistant position is typically located at Multi-Country Office, Branch Office or Field Office. Under supervision, the incumbent's primary role is to assist the supervisor in effective resettlement delivery of a given UNHCR Office in accordance with the UNHCR Resettlement Handbook, UNHCR Manual and relevant policy papers and publications. The incumbent provides important clerical and administrative support to resettlement operations and may as required take part in assessing cases for resettlement and conducting interviews. S/he maintains frequent contacts with the supervisor, relevant colleagues within the same Office or Offices under purview to exchange information and discuss issues on resettlement cases. Some contacts and communication at a working level are required with Embassy / Immigration Officials of resettlement countries, IOM as well as with other operating partners regarding resettlement issues.

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.

### **Duties:**

- Carry out preliminary interviews and initial assessments to process refugees for resettlement following established procedures.
- Prepare written documentation for resettlement submission; ensure that records / files of individual cases are updated in a systematic and timely manner.
- Assess and review individual resettlement cases and prepare individual / group submission for scrutiny by the supervisor.
- Provide persons of concern (PoC) with up-to-date and accurate information on UNHCR's resettlement policies and procedures.
- Comply with UNHCR's standard operating procedures on resettlement, ensuring timely action on cases.
- Follow up on cases from time of submission to final decision and departure; ensure effective in-country communication on the status and follow-up on PoC being considered for resettlement.
- Assist in maintaining and updating proGres or Consolidated Online Resettlement Tracking System (CORTS) database and provide technical support.
- Coordinate travel and departure arrangements for refugees accepted for resettlement.
- Organize logistical support for governments undertaking resettlement missions.
- Provide administrative support for resettlement-related training activities, including organization of resettlement workshops and meetings as required.
- Maintain accurate resettlement statistics as well as up-to-date records on individual cases; assist in the preparation of reports.
- Draft / type routine correspondence to Field Offices / Multi-Country Offices / Headquarters.

- Systematically apply an Age, Gender and Diversity perspective in all aspects of the resettlement process; comply with UNHCR policy and guidelines on HIV/AIDS.
- Assist in mitigating resettlement fraud by reporting suspected fraud.
- Recommend eligible cases for resettlement consideration.
- Provide counselling to PoC.
- 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 years relevant work experience with Bachelor or equivalent or higher

### **Field(s) of Education**

Not applicable.

### **Certificates and/or Licenses**

International Law; International Relations; Political Science, and other relevant disciplines

### **Relevant Job Experience**

#### **Essential**

Not specified.

#### **Desirable**

Good knowledge of resettlement issues and UNHCR resettlement policies and operational applications. Completion of UNHCR specific learning/training activities (e.g., PLP and RSD/Resettlement Learning Programme, resettlement anti-fraud workshop).

### **Functional Skills**

CM-Cross-cultural communication

PR-Resettlement/Repatriation/Voluntary Repatriation

UN-UNHCR Operations, mandate, principles and policies

PR-Resettlement Anti-Fraud Policy and Procedures

### **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

### **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 GS staff members holding indefinite or fixed-term appointments in the country and are at the grade, one grade below or above.

#### **Group 2 (Internal) Candidates**

Staff members with Group 2 eligibility status confirmed by HR.

#### **External Candidates**

Other applicants not falling into Group 1 or Group 2 eligibility.

#### **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.

Owing to the large volume of applications, 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.