



UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNAL/EXTERNAL VACANCY NOTICE

Title of Position:	Senior Resettlement Assistant
Position No.:	10015285
Category and Level:	General Service, GL-5
Location:	Kuala Lumpur, Malaysia
Effective date:	As soon as possible
Contract type:	Fixed-Term Appointment
Duration:	Initially for a period of one year
Date of Issue:	19 July 2022
Closing Date:	1 August 2022

ORGANIZATIONAL 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.

To find out more information about UNHCR Malaysia, please visit our [website](#).

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.

MINIMUM QUALIFICATIONS

Education & Professional Work Experience

Years of Experience / Degree Level: For G5 - 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 International Relations Political Science

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 Bahasa Malaysia.

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
 Planning and Organizing
 Stakeholder Management

ELIGIBILITY

This position is advertised internally and externally, however, priority consideration will be given to Group 1 (internal) candidates

Group 1 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 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 staff members whose position is being discontinued/reclassified or whose assignment/appointment through the joint staff/management review body is in a Replacement capacity.

Owing to the large volume of applications, only shortlisted candidates will be contacted. No personal queries on the status of applications will be accommodated.

ADDITIONAL INFORMATION

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

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.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#) and motivation letter by e-mail with "*Your LAST name* –VN044/22 Senior Resettlement Assistant, GL5, Kuala Lumpur" in the subject line to: mislun@unhcr.org by 1 August 2022.

Only short-listed candidates will be notified. No late applications will be accepted.

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

UNHCR does not sponsor work visa or work permit and applicant who is not a Malaysian national should already have their status confirmed that they are able to secure a work visa at the time of the application.

REMUNERATION

A competitive compensation and benefits package is offered. The monthly net salary is between MYR 3,902 and MYR 4,942 depending on relevant experience.