



# 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 locally-recruited staff members  
UNHCR and UN Agencies in Kuala Lumpur

From/De: Richard J. Towle, Representative, UNHCR Representation in Malaysia

File Code/Dossier: 17/KL/8580

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/ 018/ 17)  
SENIOR RESETTLEMENT ASSISTANT (UNHCR POST)**

Date: 15 November 2017

**Title : SENIOR RESETTLEMENT ASSISTANT**  
**Position Number:** 10013733 (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

Duties and Responsibilities:

A Senior Resettlement Assistant position is typically located at Regional 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 Senior Resettlement Assistant provides important clerical and administrative support to resettlement operations and may as required take part in assessing cases for resettlement and conducting interviews. The incumbent maintains frequent contacts with his/her 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.

- 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 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 persons of concern 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 / Regional 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.

#### **Required Competencies**

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input checked="" type="checkbox"/> X005	Planning and Organizing
3. <input checked="" type="checkbox"/> X008	Stakeholder Management

#### **Qualifications Required**

##### **ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.**

- **Education:** Completion of secondary education with certificate/training in International Law, International Relations or related fields required. (Preferably those with University degree )
- **Job Experience:** 4 years of job experience relevant to the functions.
- Fluency in English and working knowledge of another relevant UN language or local language

##### **DESIRABLE QUALIFICATIONS AND COMPETENCIES**

- Good knowledge of resettlement issues and UNHCR resettlement policies, operational applications and other SOPs related to durable solutions.
- Completion of UNHCR specific learning/training activities (eg PLP and RSD/Resettlement Learning Programme, resettlement anti-fraud workshop).

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

#### **Internal Candidates**

UNHCR staff members with indefinite appointments or with fixed-term appointments not limited to specific operations, which have the requisite qualifications and experience.

In principle, only applications from internal candidates, whose present grade corresponds to that of the post, or one grade below, will be considered. Consequently, no confirmation of receipt of applications will be sent to candidates who do not conform to the above criteria.

#### **External Candidates**

From within external applicants, it should be noted that the following categories of personnel will be considered as PRIORITY EXTERNAL CANDIDATES:

- (a) Former UNHCR staff members
- (b) UNHCR staff holding short-term contracts.
- (c) Staff working with UNHCR under different contractual arrangement.

#### **Applications**

- i. All candidates must have substantial relevant knowledge of the local conditions. Proficiency in English and Bahasa Malaysia.
- 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 Administration/Finance Officer, UNHCR Branch Office, P. O. Box 10185, 50706 Kuala Lumpur. Applications by email are to be addressed to [mlslu@unhcr.org](mailto:mlslu@unhcr.org). Any decision to withdraw an application must be submitted in the same manner.

**IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 29 November 2017**

Applications reaching the UNHCR Branch Office after the closing date will not be accepted.

