



UNHCR

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

Memorandum

UNHCR Representation in Malaysia

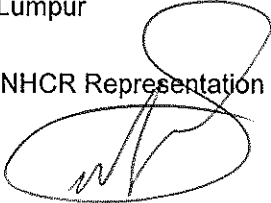
570 Jalan Bukit Petaling
P.O. Box 10185,
50706 Kuala Lumpur, Malaysia

To/A: All locally-recruited staff members
UNHCR and UN Agencies in Kuala Lumpur

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

File Code/Dossier: 17/KL/8618

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/ 019/ 17)
PROTECTION ASSOCIATE (SERVICE CONTRACT)**



Date: 16 November 2017

Title : **PROTECTION ASSOCIATE**

Position Number: EIDHR 019

Grade : GL. 6 (Service Contract)

Language : Fluency in English and Bahasa Malaysia

Effective Date : As soon as possible

Location : UNHCR Office in Kuala Lumpur

Background

Under the supervision of the Head of Unit (Protection Unit) and in close coordination with the Protection Officer and other senior staff the Protection Associate will monitor 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 Protection Associate 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. He/she assists in liaising externally with authorities and partners on protection doctrine and policy as guided by the supervisor.

The Protection Associate will assist the Head of Unit and Protection Officer with the overall coordination and management of relevant protection strategies and work plans, ensuring timely delivery of all activities and deliverables at agreed quality standards, and delivery according to plans.

The Protection Associate will need to build and maintain effective interfaces with communities of concern, local authorities and protection and assistance partners.

The Protection Associate will assist in the liaison with relevant NGOs and other stakeholders, including assisting in the development and maintenance of coordination mechanisms, to ensure understanding and engagement in UNHCR's protection strategies, projects and workplans. The Protection Associate will assist with the coordination and overall management of financial expenditures related to the implementation of relevant strategies and projects and assist with the preparation of the narrative and financial intermediary reports, as necessary.

Duties and Responsibilities:

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Assist in providing comments on existing and draft legislation related to persons of concern.
- Liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Contribute to a country-level child protection plan as part of the protection strategy.
- Monitor Standard Operating Procedures (SOPs) for all protection/ activities.
- Contribute to effective information management through the provision of disaggregated data on populations of concern and their problems.

Required Competencies**Managerial Competencies**

Judgement and Decision Making

Cross-Functional Competencies

Policy Development and Research

Political Awareness

Stakeholder Management

Qualifications Required**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.**

- **Education:** Completion of secondary school. Additional certificate/training in International Law, Political Science or related field is required. (Preferably those with University degree)
- **Job experience:** Relevant to the function: 6 years.
- Fluency in English and working knowledge of another relevant UN language or local language.

DESIRABLE QUALIFICATIONS AND COMPETENCIES

- Good computer skills.
- Completed Protection Learning Programme.
- Experience in dealing with government agencies, NGOs, relevant stakeholders
- Experience in project management, in the area of refugee protection, international migration or child protection.
- Experience in policy development and public advocacy is highly desirable.
- Knowledge of UNHCR's strategies, policies, operations and procedures.
- Good organizational, coordination, planning, project management, advocacy, and inter-personal and communication skills.

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 m1slu@unhcr.org. Any decision to withdraw an application must be submitted in the same manner.

IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 30 November 2017
Applications reaching the UNHCR Branch Office after the closing date will not be accepted.