



UNHCR


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

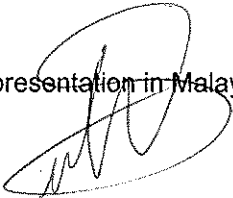
Memorandum

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/8619

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/020/17)
PROTECTION ASSOCIATE (INTEGRITY & OVERSIGHT)
(UNOPS CONTRACT)**

Date: 16 November 2017

Title : PROTECTION ASSOCIATE (INTEGRITY & OVERSIGHT)

Grade : GL.6 (UNOPS Contract)

Post No. : IO/002/17 (UNOPS Contract)

Language : Fluency in English and Bahasa Malaysia

Duration : Until 31 December 2018

Effective Date : As soon as possible

Location : UNHCR Office in Kuala Lumpur

Duties and Responsibilities

Under the overall supervision of the Protection Officer, the incumbent performs the following duties.

1. Interview and prepare 04 Investigation Reports per week following priorities established by the Anti-Fraud Focal Point.
2. Support the Community Based Protection focal point with an oversight function, including information management, and review of vulnerable case referrals for cases referred through the UNHCR external Partner Referral Network.
3. Provide training to UNHCR personal and partner staff on Protection, Case Management, and Anti-Fraud.
4. Provide counselling to persons of concern and with accurate information on UNHCR's Fraud procedures and assessment outcomes.
5. Assist the monitoring of fraud / inconsistencies and integrity trends.
6. Manage, maintain and update the UNHCR proGres with case related data.

7. Maintain accurate statistics as well as up-to-date records on individual cases; assist in the preparation of reports.
8. To perform any other duties as required.

Qualifications required

- Preferably with University Degree in Law, International Studies, Political Science, Social Science or any related field of discipline
- With minimum 2 years of previous job experience relevant to the function.

Other Requirements:

- Excellent interpersonal and coordination skills;
- Ability to motivate and work in a team;
- Considerable experience interviewing for credibility assessment;
- Good communication skills; and
- Good analytical judgement.

Applications

- i. All candidates must have substantial relevant knowledge of local conditions. Proficiency in English and Bahasa Malaysia is a requirement. There will be a written test for this job opening.
- 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 Admin/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.