



# 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

## RE-ADVERTISE

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

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

File Code/Dossier: 18/KL/1508

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE - VN/ 022/ 17  
SENIOR PROTECTION ASSISTANT (UNOPS POST)**

Date: 01 February 2018

**Title** : SENIOR PROTECTION ASSISTANT

**Grade** : GL.5

**Post No.** : SGBV/001/17

**Language** : Fluency in English and Bahasa Malaysia

**Effective Date** : As soon as possible

**Location** : UNHCR Office in Kuala Lumpur

### Duties and Responsibilities:

Under the overall supervision of the Assistant Protection Officer and direct supervision of the team leader in the SGBV unit, the incumbent undertakes the following duties:

- Consistently apply International and National Law, applicable UN/UNHCR and IASC policy, SGBV unit's Standard Operating Procedures (SOPs) and code of conduct.
- **Case Management**
  - o Ensure records of SGBV survivors are updated accurately on a case by case basis.
  - o Conduct file reviews and gather all existing information on SGBV survivors, their families and perpetrator.
  - o Conduct assessments with SGBV survivors and their families according to UNHCR's SGBV Prevention and Response Guidelines and Action against Sexual and Gender-Based Violence: An updated Strategy.
  - o Recommend suitable interventions and solutions to mitigate the SGBV risks faced by survivors.
  - o Refer survivors of SGBV promptly to safe placements, psychosocial support, livelihoods opportunities and other life-saving/ urgent interventions to ensure their survival and well-being. This requires coordination with other units at UNHCR, partners/ NGOs, authorities and refugee communities.
  - o Undertake monitoring and follow-up measures for SGBV survivors and their families to ensure timely response via telephone calls, home/ shelter visits.

- Prepare and present SGBV reports including recommendations and interventions to the reviewer on a monthly basis.
- **Project Implementation**
  - Contribute towards unit's activities, yearly planning and designing
  - Participate in consultations with refugee communities pertaining to project implementation
  - Draft concept notes and project proposals
  - Implement projects either independently or jointly with partner(s)/ service providers and/ or refugee communities
  - Monitor project implementation to ensure project deliverables are met
  - Prepare relevant project documentation and reports
- Ensure SGBV unit's statistical database is updated accurately and consistently
- Perform any other duties as required.

#### Qualifications preferred

- Preferably University degree in Social Work, Social Science, Psychology, Gender Studies, Development or a related discipline.
- One to two years of experience in related field
- Demonstrable interest in human rights, protection of women and children or refugee issues
- Fluency in both verbal and written English and Malay

#### Qualifications desired

- Experience in interviewing survivors of SGBV to obtain complex and/or personal information
- Experience in case management and prevention/ response programming activities
- Excellent research, writing, analytical and interpersonal skills
- Level headed, mature and culturally sensitive
- Ability to assist traumatized individuals and children
- Ability to prioritize, work with deadlines, cope with stress and high volumes of work
- Strong sense of team work and a positive attitude

#### Applications

- i. All candidates must have substantial relevant knowledge of the local conditions. Proficiency in English and Bahasa Malaysia. **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 Administration/Finance Officer, UNHCR Branch Office, P. O. Box 10185, 50706 Kuala Lumpur. Applications by email are to be addressed to [m1slu@unhcr.org](mailto:m1slu@unhcr.org). Any decision to withdraw an application must be submitted in the same manner.

**IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 15 February 2018**

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