



# 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: 18/KL/10390

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN029/18)  
SENIOR RSD ASSOCIATE (UNOPS POST)**

Date: 21 September 2018

**Title : SENIOR RSD ASSOCIATE**

**Grade : GL.7 (UNOPS Contract)**

**Post No. : RSD/ 002/18**

**Language : Excellent written and oral English communication skills.**

**Effective Date : As soon as possible**

**Duration : Until 31 December 2018 (with possibility of extension)**

**Location : UNHCR Branch Office in Kuala Lumpur**

The Senior RSD Associate is responsible for supporting all activities related to the processing of refugee claims in the Operation. The incumbent provides counselling to, and responds to queries from, asylum seekers and refugees regarding UNHCR's RSD procedures, their rights and obligations, including towards the host authorities, and the status of the processing of their claims. In discharging these responsibilities, the Senior RSD Associate liaises closely with Registration, Community Services, Resettlement, and other Protection staff. The incumbent is responsible for conducting COI and other research related to RSD and maintaining the Operation's local repository of relevant information, guidelines and standards. S/he also assists in drafting RSD Assessments. The Senior RSD Associate assists in compiling and analysing information related to the RSD activities of the Operation, and drafts related correspondence and reports. The Senior RSD Associate may provide interpretation and/or translation services in cases for which s/he has the required language competencies. The incumbent normally supervises lower grade General Service staff within the functional Group.

### Duties and Responsibilities:

- Stay abreast of legal, political, security and other developments which impact on the protection environment, and in particular, on protection delivery through RSD.
- Assist in the development of the RSD strategy of the operation and in the annual planning exercise.
- Provide counselling to, and respond to queries from, asylum seekers and refugees, including in the context of the notification of negative RSD decisions.
- Maintain accurate and up-to date records and data related to all work on individual cases.

- Assist in preventing and identifying fraud in RSD through oversight, advice and guidance to UNHCR staff, partners and persons of concern.
- Systematically apply an age, gender and diversity (AGD) perspective in the performance of assigned functions.
- Conduct research on country of origin information (COI) and other issues related to RSD and maintain the Operation's local repository of relevant information, guidelines and standards accessible to RSD staff in the operation.
- Assist in monitoring RSD trends and in compiling and analysing RSD statistics related to RSD case processing.
- Assist in developing and maintaining processes to ensure that persons of concern, Government authorities and partners have accurate information on the RSD procedures, including UNHCR standards, policies and practice.
- Assist in initiatives to advocate with and support Government authorities and legal partners to establish and strengthen fair and efficient RSD procedures and RSD decision-making.
- Provide training for staff when required.
- Draft correspondence and reports relating to the RSD activities of the Operation.

### **REQUIRED COMPETENCIES**

#### **Managerial Competencies**

Judgement and Decision Making

#### **Cross-Functional Competencies**

Analytical Thinking

Planning and Organizing

Stakeholder Management

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

- Completion of Secondary School and advanced training/certification in Law, social work or a related field. (Preferably those with degree in Law, with 5 years experience)
- Minimum 11 years of relevant professional job experience.
- Research and analytical skills.
- Excellent oral and written communication skills.
- Fluency in English and knowledge of local language.

### **DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Working experience with procedures and principles related to RSD.
- Knowledge of International Refugee Law and Human Rights Law and ability to apply the relevant legal principles.
- Experience in counselling asylum seekers or refugees.
- Experience in working with vulnerable or traumatized individuals.
- Completion of UNHCR's RSD Learning Programme, COI Learning Programme, or Protection Learning Programme.

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

#### **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 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: 05 October 2018**  
Applications reaching the UNHCR Branch Office after the closing date will not be accepted.

