



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 J. Towle, Representative, UNHCR Representation in Malaysia

File Code/Dossier: 17/KL/4196

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/ 006/ 17)
ASSISTANT PROTECTION OFFICER (SGBV) UNHCR National Officer (NOA)**



Date: 25 May 2017

Title : Assistant Protection Officer (SGBV)

Position No. : 10005533

Grade : NOA

Language : Fluency in English and Bahasa Malaysia

Effective Date : As soon as possible

Duration : 1 year (with possibility of extension)

Location : UNHCR Office in Kuala Lumpur

Background, Duties and Responsibilities:

The Assistant Protection Officer (SGBV) reports to and is under the overall supervision of the Deputy Representative (Protection). The incumbent will have supervisory responsibility for staff in the SGBV team. S/he will provide: functional protection guidance to information management and programme staff; technical support to SGBV program design and implementation; and monitor protection standards, operational procedures and practices in protection delivery in line with international standards.

The Assistant Protection Officer (SGBV) 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. S/he contributes to designing a comprehensive protection strategy and represents the Office externally on protection doctrine and policy as guided by the supervisor. He/she ensures that persons of concern are involved with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, local authorities and protection and assistance partners.

The Assistant Protection Officer (SGBV) will provide technical support and guidance to the design and implementation of SGBV prevention and response programmes in a range of contexts, including acute emergencies, specifically ensuring collaborative partnerships are in place and maintained in and outside UNHCR Malaysia. S/he will provide technical support to partners in developing and implementing programmes, and deliverables and reporting on achievements and needs within allocated time frame and resources.

S/he will also coordinate protection monitoring activities in Malaysia, ensure reports of serious protection concerns and human rights violations are systematically documented, and key data from protection monitoring reports provided by partners is analysed and presented to senior management, in sectoral working groups, and to protection partners for their reference and response.

Duties and Responsibilities:

- Manage individual protection cases including those on SGBV and child protection.
- Monitor and support interventions in cases of *refoulement*, expulsion and other protection incidents concerning SGBV-related cases.
- Contribute to and facilitate effective information management through the provision of disaggregated data on populations of concern and their problems through GBV Information Management Systems (GBVIMS).
- Manage, contribute to and ensure timely reporting on SGBV issues on behalf of the Office.
- Work with the SGBV team and other protection and programme unit teams to analyse needs and explore areas of potential cooperation and engagement, and provide support to design, conduct and analyse assessments.
- Work with protection and programme teams to design appropriate SGBV prevention and response programmes and projects, including approaches for implementation, programme timelines, staffing structures, and required budgets.
- Provide regular input and review of proposals and programme reports.
- Explore and encourage integration of SGBV concerns and activities into existing or planned programmes.
- Ensure integration of SGBV concerns and activities into emergency response operations.
- Maintain regular contact with program and protection teams in selected countries to stay abreast of issues, program concerns and needs for assistance.
- Develop and deliver technical trainings for field staff, volunteers and partner organizations.
- Contribute to the development of guidance notes, tools and resources for staff and field teams.
- Contribute to knowledge management through the production and dissemination of case studies, promising practices, and lessons learned documents.
- Establish relationships and meet with government counterparts, UN entities, civil society partners, academic institutions, technical forums, and donor agencies.
- Guide and participate in the SGBV Working Group.
- Participate in SGBV Area of Responsibility meetings and initiatives.
- Participate in interagency coordination efforts, especially around emergencies.
- Contribute to drafting policy and programme documents and initiatives on behalf of UNHCR to interested parties.
- Contribute to maintain good working relations within and between UNHCR departments and offices.
- Establish and manage work priorities.
- Remain flexible in adopting additional responsibilities based on organizational and programming needs, as indicated by senior management.

Managerial Competencies

Empowering and Building Trust

Managing Performance

Judgement and Decision Making

Cross-Functional Competencies

Analytical Thinking
Negotiation and Conflict Resolution
Planning and Organizing

Essential minimum qualifications and professional experience required.

- University degree in Social Work or other Social Sciences, Public Health, Community Health, International Relations, International Law, Human Rights or related field.
- Minimum 2 years of professional work experience preferably in humanitarian settings, including experience with SGBV programme design and implementation.
- Prior training in gender, SGBV and their application in international humanitarian or development settings.
- Demonstrable knowledge of SGBV and protection issues in humanitarian settings.
- Knowledge, skills and experience in participatory methods for community development and mobilization.
- Experience in group facilitation and training skills.
- Counselling skills and experience.
- Basic knowledge of information management systems and commitment to using computer technologies for information sharing and work processes.
- Demonstrated skill in conducting analysis and evaluation of technical aspects of proposals and programmes.
- Good understanding of current issues and emerging practices in SGBV prevention and response programming.
- Familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies and other NGOs.
- Strong written and oral communication skills including ability to write technical documents and give presentations to colleagues and other stakeholders.
- Fluency in English and knowledge of local institutions.

Desirable Qualifications and Competencies

- Diplomacy and assertiveness: the ability to respectfully and carefully confront and discuss sensitive issues with a wide range of actors, groups and individuals.
- Sensitivity to and respect for diverse cultural beliefs and personal orientations.

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 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. Kindly note that there will be a written test for those shortlisted for the interview.

- 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. Only shortlisted candidates will be called for an interview.

IMPORTANT

CLOSING DATE FOR RECEIPT OF APPLICATIONS: 08 June 2017

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