

**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/9222

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/ 023/ 17)**  
**FIELD SAFETY ASSOCIATE (UNHCR POST)**

Date: 30 November 2017

**Title :** FIELD SAFETY ASSOCIATE

**Position Number:** 10023049 (UNHCR Post)

**Grade :** GL. 6

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

**Effective Date :** As soon as possible

**Duration :** One year contract (with possibility of extension)

**Location :** UNHCR Office in Kuala Lumpur

**General Background**

The Field Safety Associate manages and supports activities pertaining to staff security.

The incumbent reports to the Representative who defines general work objectives and provides necessary advice and guidance. The incumbent maintains regular contact on a working level on routine issues with other UNHCR staff members, UN agencies, NGOs, implementing partners in the area to facilitate the operation.

The duty of the incumbent is to support and monitor the management of security issues.

**Duties and Responsibilities:**

- Provide assistance to the supervisor in evaluating the level of risk and assessing the existing security measures for the UNHCR staff, operations, premises, partners and persons of concern.
- Conduct regular security assessment missions to the field in coordination with UNDSS/other agencies; assist the supervisor during field missions to gather information and analyse the security situation.
- Be aware of security protocols and procedures in place, especially those comprising Minimum Operational Safety Standards (MOSS) and Minimum Operational Residential Safety Standards; check for compliance and advise management on any deficiencies.
- Monitor the physical security of UNHCR premises and reports on deficiencies/ requirements for the guard force.
- Assist in efforts to ensure the physical protection and security of refugees and other persons of concern.

- Provide support during implementation of security-related projects.
- Assist in the monitoring, updating and reporting of security-related events.
- Assist in the processing of administrative security issues.
- Maintain relations and cooperation with UN security management system actors, local law enforcement agencies, civil authorities and other relevant agencies.
- Provide security briefings and training to UNHCR staff, and as appropriate partner staff, on relevant country information and on other issues pertaining to the UN security management system including, inter alia, the warden system, radio communication procedures, travel procedures and fire safety.
- Respond to staff queries on security issues and provide immediate assistance as required.
- Undertake other functions as delegated by the supervisor.

#### Required Competencies

##### Managerial Competencies

Empowering and Building Trust

Judgement and Decision Making

##### Cross-Functional Competencies

Analytical Thinking

Political Awareness

Change Capability and Adaptability

#### Qualifications Required

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

- **Education:** Completion of secondary education with relevant training and experience in security and safety issues. (Preferably those with University degree )
- **Job Experience:** Minimum of 8 years (6 with advances training/certificate) of previous relevant job experience. Fluency in English and Bahasa Malaysia.
- Good communication skills (written and oral).

#### **DESIRABLE QUALIFICATIONS AND COMPETENCIES**

- Good computer skills
- Excellent security apparatus knowledge

**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 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 [mlslu@unhcr.org](mailto:mlslu@unhcr.org). Any decision to withdraw an application must be submitted in the same manner.

**IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 14 December 2017**

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

