



# 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 Towle, Representative, UNHCR Representation in Malaysia

File 18/KL/13267  
Code/Dossier:

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE - VN040/18  
LIVELIHOODS ASSOCIATE (UNOPS POST)**

Date: 07 December 2018

**Title : LIVELIHOODS ASSOCIATE**  
**Grade : GL.6 (UNOPS Post)**  
**Post No. : LIV/002/18**  
**Language : Fluency in English and Bahasa Malaysia**  
**Effective Date : 01 Jan 2019**  
**Duration : Until 31 December 2019 (with possibility of extension)**  
**Location : UNHCR Office in Kuala Lumpur**

### General Background:

The Livelihoods Associate normally reports to and will receive guidance and direction from a professional staff or from the Head of Office. The Livelihoods Associate is relied upon to contribute to the development and implementation of the office livelihoods strategy. The incumbent works closely with protection, programme and field staff. The incumbent will have contacts with in-country livelihoods partners, government authorities, private sector organisations and other stakeholders to develop and sustain refugee livelihoods through inclusion in markets and local economies, collect information, monitor programme activities and implement administrative requirements.

### Duties and Responsibilities:

- Work with the multi-functional team, more specifically with the protection unit, to collect information about the legal framework for the right to work and rights at work.
- Build a strong relationship with relevant stakeholders to enhance economic inclusion of UNHCR persons of concern. This includes working with economic development agencies to adapt their programmes to become inclusive of UNHCR persons of concern, working with the private sector to enhance inclusion of UNHCR person of concern in their labour force and supply chains, working with financial service providers to enhance financial inclusion, and working with public and private sector services providers to include UNHCR persons of concerns in supporting

services (business development, micro-finance, training, saving accounts, poverty alleviation and social protection, etc.).

- Support the implementation of socioeconomic and wealth ranking surveys to inform targeting, monitoring and facilitation the engagement of development programmes.
- Participate in necessary assessments in collaboration with relevant private and public stakeholders. This includes impact assessments on local economies and surveys that help to inform interventions and identify investment and funding opportunities that enhance the economic inclusion of UNHCR person of concern.
- May participate in planning, partners' selection and monitoring UNHCR livelihoods interventions ensuring compliance with UNHCR Minimum Criteria for Livelihoods programming.
- Perform any other related functions as required.

**Required Competencies:**

**Managerial Competencies**

Empowering and Building Trust

**Cross-Functional Competencies**

Analytical Thinking

Planning and Organizing

Stakeholder Management

**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED**

- Completion of secondary education with certificate/training in the field of economics, business administration, socio-economic development, financial management or other related fields.
- Minimum 6 years of experience relevant to the function. (preferably those with University degree in economics, business administration, socio-economic development, financial management or other related fields business with 3 years experience to the function.
- Experience working with private sector, NGOs, UN organisations, and government authorities in sub-sectors relevant to livelihood engagement e.g. microfinance, employment, entrepreneurship, private sector development, local economic development, poverty reduction, agriculture, livestock, vocational and technical education and training, etc.
- Excellent knowledge of English and local language.

**DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Experience with participating in relevant studies, including socio-economic assessments, livelihoods market analysis.
- Field experience.

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

**IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 21 December 2018**

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