



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/13268

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/041/18)
LIVELIHOODS ASSISTANT (UNOPS POST)**



Date: 07 December 2018

Title : LIVELIHOODS ASSISTANT

Grade : GL.4 (UNOPS Post)

Post No. : LIV/001/18

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 Assistant is supervised by Field staff at higher grade under the supervision of Head of the Livelihoods Unit. The incumbent performs a variety of functions related to cash assistance, self-reliance and livelihoods activities within the office. The supervisor defines work processes and provides regular advice and guidance.

The incumbent will maintain relations with other units within UNHCR on the delivery of cash assistance to persons of concern. As per specific instructions, the incumbent may require liaising with operational partners and contractors working with UNHCR.

Duties and Responsibilities:

- Assist in maintenance of CBI payment records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
- Assist in monitoring the implementation of the UNHCR CBIs including the delivery of all assistance item, monitoring of infrastructure, completion of home visits, etc.
- Export and manage data related to the cash assistance delivery to produce reports.
- Ensure proper filing and record keeping.
- Update and maintain existing databases and generate various statistical reports.
- Assist in the development of forms for data collection and analysis, if requested.
- May be required to undertake field trips to project sites.
- Perform other related duties as required.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Political Science or related field. (Preferably those with University degree in Business Administration, Political Science or related discipline with one (1) to two (2) years experience
- Minimum 3 years of job experience relevant to the function.
- Computer skills (MS office), knowledge of database applications.
- Excellent knowledge of English and local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Knowledge of UNHCR programmes and activities.
- Experience in Cash-Based interventions.
- Good working experience in MS/Excel, MS/Access, SQL.

**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 msluadm@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.