



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 Code/Dossier: 18/KL/13022

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE - VN038/18
PROTECTION ASSOCIATE (UNOPS POST)**

Date: 12 December 2018

Title : PROTECTION ASSOCIATE

Grade : GL.6 (UNOPS Post) – 2 posts

Post No. : SGBV/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 Protection Associate (Sexual and Gender-Based Violence Unit) reports to Assistant Protection Officer (SGBV). He/she monitors protection standards, operational procedures and practices in protection delivery in line with international standards and provides functional protection support to information management and programme staff.

The Protection Associate (SGBV) is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern (children, women, survivors of SGBV, including men and boys) and identify opportunities to mainstream gender equality and SGBV protection methodologies and integrate protection safeguards in operational responses in all sectors. He/she contributes to designing a comprehensive protection strategy and liaises externally with authorities and partners on protection doctrine and policy as guided by the supervisor.

The Protection Associate (SGBV) also ensures that persons of concern under area of responsibility 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:

Duties and Responsibilities:

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment.
- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Ensure that all SGBV activities adhere to standard operating procedures, protection standards and principles of the Organization.
- Conduct interviews and assessments with SGBV survivors and their families and recommend suitable interventions and solutions to mitigate the protection risks faced by survivors. This would include conducting routine visits to safe houses and assess the needs of the survivors.
- Liaise with relevant stakeholders for the integration of the survivors back into community and enhance access to livelihood opportunities to support reintegration process.
- Carry out consultative meetings with relevant actors, including refugee communities, to strengthen community-based protection mechanisms and enhance existing referral pathway.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Ensure SGBV statistical database is updated accurately and consistently.

Cross-Functional Competencies

Analytical Thinking

Planning and Organizing

Stakeholder Management

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Completion of Secondary Education. Certificate training in Social Work, Social Science, Psychology, Gender Studies. Job experience relevant to the function: 6 years
- Preferably those with University degree in Social Work, Social Science, Psychology, Gender Studies, development or a related discipline with three (3) years of functional experience in child protection/ SGBV case management, programming and advocacy activities.
- Demonstrable interest in human rights, protection of women and children or refugee issues
- Fluency in both verbal and written English and Malay

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Proficient in computer applications, especially with MS Word, MS Excel, MS PowerPoint
- Familiarity with standards and guidelines for SGBV Case Management and Programming
- Ability to exercise sound judgment and make decisions independently
- Team player and strong communication skills, both oral and written.

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 mlsluadm@unhcr.org. Any decision to withdraw an application must be submitted in the same manner.

IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 26 December 2018

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