



**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 Staff  
UNHCR and UN Agencies in Kuala Lumpur

From/De: Thomas Albrecht, Representative, UNHCR Representation in Malaysia

File Code/Dossier: 19/KL/6420

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/033/19)  
SENIOR DURABLE SOLUTIONS ASSOCIATE GL.7 (UNHCR POST)**

Date: 22 October 2019

**Title : SENIOR DURABLE SOLUTIONS ASSOCIATE**

**Position No : 10005545**

**Grade : GL.7**

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

**Effective Date : 01 January 2020**

**Duration : 1 year (with possibility of extension)**

**Location : UNHCR Office in Kuala Lumpur**

**General background:**

The Senior Durable Solutions Associate reports to the Associate Durable Solutions Officer, Durable Solutions Officer or Protection Officer. The incumbent may have supervisory responsibility for durable solutions staff, who could include general service staff within the functional durable solutions functional group.

The Senior Durable Solutions Associate is relied upon to ensure the implementation of a durable solutions strategy. She/He works closely with protection and programme staff. Fostering an environment to enhance partnerships is a critical element of the work, as are activities designed to strength the involvement of refugee communities and their hosts in the design and implementation of solutions strategies.

#### Duties and Responsibilities:

- Provide counselling to refugees and other persons of concern to identify the most appropriate durable solution and to enable them to make a well-informed decision.
- Implement and follow-through the country's repatriation programme in all protection, administrative and logistical aspects, and liaise with the appropriate entities (external and internal) to ensure full coordination of movements and adherence to protection guidelines.
- Interview and prepare Resettlement Referral Forms (RRF), in line with Resettlement SOPs.
- Interview candidates for local integration and prepare the appropriate documentation for onward submission to local authorities or partners, in line with Local integration SOPs.
- Liaise and contribute to discussions on durable solutions, with local authorities, host populations and partners.
- Assist in updating the electronic databases for resettlement, voluntary repatriation and local integration, in line with Standard Operating Procedures.
- Process documentation to ensure that persons of concern receive the documents required for their durable solutions in a timely manner.
- Prepare statistical and ad-hoc reports to ensure accurate information is available and shared with relevant offices and partners.

#### Accountability

- Available durable solutions are implemented, in a manner which benefits the maximum number of persons of concern.
- Durable solutions strategies, policies and related standard operating procedures (SOPs) are applied in a consistent, effective and transparent manner.

#### **MANAGERIAL COMPETENCIES**

Judgement and Decision-Making

#### **CROSS-FUNCTIONAL COMPETENCIES**

Analytical Thinking

Negotiation and Conflict Resolution

Political Awareness

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

- Education: Completed Secondary Education in Humanities or equivalent, with advanced training/certification in a related field.
- Job Description: Minimum 11 years of relevant work experience.
- Fluency in English and working knowledge of another relevant UN language or local language

#### **DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Undergraduate degree (equivalent of a BA/BS) in Political Science, Social Science, Law, International Relations or related fields with good knowledge of Refugee issues and Human Rights doctrine
- Work experience relevant to the function.
- Excellent supervisory & mentoring skills
- Excellent planning and organising skills
- Excellent reporting and writing skills
- Knowledge of interviewing techniques and database management
- Excellent IT skills including MS Word, Excel, database management skills (including UNHCR proGres database, MSRP).
- PLP, RSD-Resettlement Learning Programme, Protection Induction.

**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 arrangements.

**Applications**

- i.** All candidates must have substantial knowledge of local conditions.
- ii.** Proficiency in English and Bahasa Malaysia. **There will be written test for this job opening.**
- iii.** 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.
- iv.** 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 Kuala Lumpur, P. O. Box 10185, 50706 Kuala Lumpur. Applications by email are to be addressed to [mlsruadm@unhcr.org](mailto:mlsruadm@unhcr.org).** Any decision to withdraw an application must be submitted in the same manner.

**IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 05 November 2019**

Applications reaching the UNHCR Kuala Lumpur after the closing date will not be accepted.

