



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 Kuala Lumpur, Malaysia

File 19/KL/6043
Code/Dossier:

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/030/19)
SENIOR PROTECTION ASSOCIATE (STATELESSNESS/LIAISON)**

Date: 09 October 2019

**Title : SENIOR PROTECTION ASSOCIATE
(Statelessness/Liaison) - UNOPS Contract**

Position No. : STAT/002/19

Grade : GL.7

Language : Fluency in English and Bahasa Malaysia

Effective Date : As soon as possible

**Duration : Until 31 December 2019 (with a likely extension until 31 December 2020
based on satisfactory performance)**

Location : UNHCR Office in Kuala Lumpur

General background:

The Senior Protection Associate reports to the Assistant Protection Officer. He/she is expected to take on two areas of work which are interlinked. Namely, to assist with establishing and maintaining relationships with the Malaysian Government and Parliamentarians on matters related to refugees, asylum-seekers, and stateless persons in Malaysia; and to support the statelessness work around prevention and response to statelessness in Malaysia.

He/she monitors protection standards, developments in Malaysian policy and law in areas relevant to UNHCR's mandate and provides functional protection support to information management and programme staff.

The Senior Protection Associate is expected to coordinate quality, timely, and effective responses to queries from Government and other stakeholders. He/she contributes to developing and organizing training for external stakeholders. He/she contributes to designing a comprehensive engagement advocacy strategy and support the liaison externally with authorities and partners on protection doctrine and policy as guided by the supervisor.

The incumbent will be working with partners on statelessness and select individual statelessness cases which need well-thought through and consulted interventions. This requires a strong knowledge of national and international legislation and administrative rules as well as an ability to analyse and translate legal norms into action and advocacy.

The incumbent must possess strong drafting, communication, advocacy and analytical skills, with the ability to work independently and make sound and balanced decisions and interventions. The incumbent should also demonstrate the ability to work in a multifunctional team to achieve shared goals and optimize results.

Duties and Responsibilities:

- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment in Malaysia.
- Monitor and analyse contextual information in order to assist in identifying priority matters, capitalizing on and disseminating documentation and information to support country operations.
- Contribute to the design and facilitation of trainings, workshops and briefings for external stakeholders.
- Assist in maintaining relationships and coordinating activities with Government stakeholders, Parliamentarians, UN Agencies, embassies, and other stakeholders in order to promote/implement UNHCR's objectives and activities.
- Assist with coordination/drafting of key advocacy messages, responses to queries, situation reports, briefing notes, background material, talking points, fact sheets, press releases and articles.
- Manage individual protection cases involving persons who are stateless or at risk of being stateless.
- Contribute to measures to identify, prevent and reduce statelessness.
- Contribute to effective information management through the provision of disaggregated data on populations of concern and their problems.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Perform other related duties as required.

MANAGERIAL COMPETENCIES

Judgement and Decision Making

CROSS-FUNCTIONAL COMPETENCIES

Analytical Thinking
Planning and Organizing
Political Awareness

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Education: Completion of Secondary School. Certificate / training in International Law, Political Science or related field is required. Job experience relevant to the function: 11 years
- Preferred those with degree in the same discipline, with less years of experience
- Strong drafting skills
- Fluency in written and spoken English and local language, Bahasa Malaysia
- Strong knowledge of local institutions is essential.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Diverse field experience desirable.
- Good IT skills including database management skills.
- Completed RSD-Resettlement LP and/or Protection Learning Programme.
- Knowledge of additional UN languages.

**THIS POST IS OPEN TO EXTERNAL CANDIDATES HOWEVER, PRIORITY
CONSIDERATION WILL BE GIVEN TO INTERNAL CANDIDATES**

Applications

- i. All candidates must have substantial knowledge of local conditions. Proficiency in English and Bahasa Malaysia. There will be 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 Admin/Finance Officer, UNHCR Kuala Lumpur, 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: 23 October 2019
Applications reaching the UNHCR Kuala Lumpur after the closing date will not be accepted.

