



# 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: 21/KL/1759

Subject/Objet: **VACANCY NOTICE (VN/11/21)**  
**RETTLEMENT ASSOCIATE (TA) (TEMPORARY ASSISTANCE TO UNHCR SOLUTIONS UNIT)**

Date: 21 May 2021

### PART I : Position Details

**Title:** RESETTLEMENT ASSOCIATE (TA)  
**Position No:** RST/TA/005/21 (TEMPORARY ASSISTANCE TO UNHCR DURABLE SOLUTIONS UNIT)  
**Grade:** GL 6  
**Language:** Fluency in English and Bahasa Malaysia  
**Effective Date:** As soon as possible  
**Duration:** 6 months (with possibility of extension)  
**Location:** UNHCR Office in Kuala Lumpur

**Applications:** All candidates must have substantial relevant knowledge of the local conditions. Proficiency in English and Bahasa Malaysia. The recruitment process might include written test/functional clearance/oral interview for this job opening.

Candidates MUST include completed UNHCR Personal History Form (PHF), without which their candidature will not be reviewed.

Applications should be submitted by email ONLY and to be addressed to [m1sluvm@unhcr.org](mailto:m1sluvm@unhcr.org). Any decision to withdraw an application must be submitted in the same manner.

**Subject line should precisely indicate: POSITION OF RESETTLEMENT ASSOCIATE (TA), UNHCR MALAYSIA.**

**Closing Date:** 01 June 2021 COB (18.00 Kuala-Lumpur time)

## **PART II : Position Requirements**

### **Organization Setting and Work Relationships:**

A Resettlement Associate position is typically located at Multi-Country Office, Branch Office or Field Office. Under supervision, the incumbent's primary role is to assist in providing, in close coordination with concerned sections within UNHCR as well as external parties such as resettlement countries, IOM and NGOs, a continuous support to resettlement operations by ensuring that resettlement policies are correctly implemented and operations are supported in establishing comprehensive protection and solutions strategies. The incumbent takes part in assessing cases for resettlement and conducting interviews as well as monitoring procedural compliance and quality of case submissions. The role of the Resettlement Associate may involve managerial responsibilities in supervising, coaching and training junior staff, and assisting in implementing organizational objectives and priorities.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

### **Duties:**

- Interview, assess resettlement needs, and process persons identified for resettlement, following established procedures; undertake field missions as required.
- Where applicable, review and assess special resettlement cases and prepares individual submissions for presentation to resettlement countries; keep offices informed on the status of special resettlement cases; liaise with offices on case processing and provide advice as required.
- Comply with UNHCR's standard operating procedures on resettlement, ensuring timely action on cases.
- Follow up on status of cases from submission to departure; ensure effective in-country communication on the status and follow-up on persons of concern (PoC) being considered for resettlement; ensure that records on individual cases are kept up-to-date.
- Provide PoC and partners with up-to-date and accurate information on UNHCR's resettlement policies and procedures.
- Assist in monitoring the quality of submissions, providing the concerned staff with basic guidance and advice.
- Manage, maintain and update proGres or Consolidated Online Resettlement Tracking System (CORTS) database and provide technical support.
- Coordinate travel and departure arrangements for refugees accepted for resettlement.
- Organize logistical support for governments undertaking resettlement missions.
- Maintain accurate resettlement statistics as well as up-to-date records on individual cases; assist in the preparation of reports.
- Assist with preparing a strategy and budget for resettlement activities and monitoring expenditures.
- Provide administrative support for resettlement-related training activities.
- Systematically apply an Age, Gender and Diversity perspective in all aspects of the resettlement process; comply with UNHCR policy and guidelines on HIV/AIDS.
- Assist in mitigating resettlement fraud through oversight (including in-country travel), advice and guidance).
- Recommend cases that are eligible for resettlement consideration.
- Provide counselling to PoC.
- Perform other related duties as required.

### **Education & Professional Work Experience**

#### **Years of Experience / Degree Level**

3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

**Field(s) of Education**

Not applicable.

**Certificates and/or Licenses**

International Law, International Relations;

**Relevant Job Experience****Essential**

Not specified.

**Desirable**

Good knowledge of UNHCR Resettlement policies and operational applications in different resettlement countries and situations. Completion of UNHCR specific learning/training activities (e.g., PLP and RSD/Resettlement Learning Programme, resettlement anti-fraud workshop).

**Functional Skills**

CM-Cross-cultural communication;

PR-Resettlement/Repatriation/Voluntary Repatriation;

UN-UNHCR Operations, mandate, principles and policies;

PR-Resettlement Anti-Fraud Policy and Procedures;

**Language Requirements**

Knowledge of English and/or UN working language of the duty station if not English.

**Competency Requirements****Core Competencies**

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

**Managerial Competencies**

Judgement and Decision Making

**Cross-Functional Competencies**

Analytical Thinking

Planning and Organizing

Stakeholder Management

**NO LATE APPLICATION WILL BE ACCEPTED**

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

**UNHCR Malaysia**