



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## Memorandum

### UNHCR Representation in Kuala Lumpur

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## RE-ADVERTISEMENT

To: All Staff UNHCR and UN Agencies in Kuala Lumpur

From: Thomas Albrecht, Representative, UNHCR Representation in Malaysia

File Code: 21/KL/2459

Subject: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/069/20)  
SENIOR PROTECTION ASSOCIATE (UNHCR Post)**

Date: 22 July 2021

### PART I: Position Details

**Title:** SENIOR PROTECTION ASSOCIATE

**Position No:** 10034349 (UNHCR Post)

**Grade:** GL 7

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

**Effective Date:** As soon as possible

**Duration:** One-year contract (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 and/or 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 [mlsruvn@unhcr.org](mailto:mlsruvn@unhcr.org). Any decision to withdraw an application must be submitted in the same manner.

Subject line should precisely indicate: **POSITION OF SENIOR PROTECTION ASSOCIATE, UNHCR, MALAYSIA.**

**Closing Date:** 05 August 2021 COB (18.00 Kuala-Lumpur time)

## **PART II: Position Requirements**

### **Operational Context**

The Government and Parliament liaison function in the Team leads and strategizes the establishment and maintenance of close relationships with the Government and Parliamentarians on doctrine and policy matters related to refugees, asylum-seekers, and stateless persons in Malaysia. This includes the coordination of quality, timely, and effective responses to queries from Government and other stakeholders, whilst also proactively pursuing opportunities in the engagement. The statelessness component of the Team drives forward the work on prevention and response to statelessness in Malaysia, while monitoring the protection standards and developments in Malaysian policy and law and supporting partner capacity.

Reporting to the Representative and the Assistant Protection Officer, the Senior Protection Associate will assist with monitoring policy discourse on refugees and stateless persons, including monitoring proceedings in Parliament, public statements, current events, policy developments, and other related matters. The Senior Protection Associate will assist with strategizing opportunities to engage with Parliamentarians and other key stakeholders. The incumbent will further assist with drafting and developing suitable advocacy and policy materials for engagement with Government and other relevant stakeholders.

The role of the Senior Protection Associate assists with research, coordination and presentation of information contributing to the development of guidance, positions, and comprehensive protection and solutions policies for operations and populations of concern (POC). The Senior Protection Associate will engage with colleagues in other units, services and functional divisions. The incumbent assists in coordinating with external stakeholders, including government actors, civil society, regional organizations, the private sector and POC. Under the supervision of the Deputy Representative or equivalent and in close coordination with relevant staff members, the Senior Protection Associate is responsible in supporting the Operation and Senior Management to oversee the management of and to determine the 3/5 purposes for the processing and protection of personal data under UNHCR's Data Protection Policy 2015. The incumbent further supports the Operation in reviewing the production and publication of statistics that include personal data on refugees for advocacy purposes, in line with UNHCR's Data Protection Policy 2015

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

The Senior Protection Associate reports to the Assistant Protection Officer or the Senior Protection Officer. The position may entail supervisory responsibilities for protection staff including community services, registration, resettlement and education depending on the structure of the Office. The incumbent 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 Senior Protection Associate is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern (PoC) and identify opportunities to mainstream protection methodologies and integrate protection safeguards in operational responses in all sectors. The incumbent contributes to designing a comprehensive protection strategy and represents the Office externally on protection doctrine and policy as guided by the supervisor.

S/he also ensures that PoC are involved 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.

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**

- 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.
- Assist in providing comments on existing and draft legislation related to PoC.
- Provide advice and guidance on protection issues to PoC; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Assist in conducting eligibility and status determination for PoC in compliance with UNHCR procedural standards and international protection principles.
- Contribute to measures to identify, prevent and reduce statelessness.
- Contribute to a country-level child protection plan as part of the protection strategy.
- Contribute to a country-level education plan as part of the protection strategy.
- Assist the supervisor in implementing and monitoring Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Manage individual protection cases including those on SGBV and child protection.
- Monitor, and assist the supervisor with intervening in cases of refoulement, expulsion and other protection incidents.
- Assist in identifying durable solutions for the largest possible number of PoC through voluntary repatriation, local integration and where appropriate, resettlement.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
- Contribute to and facilitate a programme of results-based advocacy with sectorial and/or cluster partners.
- Facilitate effective information management through the provision of disaggregated data on PoC and their problems.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Assist the supervisor with intervening with authorities on protection issues.
- Provide assistance to the supervisor in deciding priorities for reception, interviewing and counselling for groups or individuals.
- Assist the supervisor with enforcing compliance of staff and implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Assist the supervisor with enforcing compliance with, and integrity of, all protection standard operating procedures.

- Recommend and prepare payments to individual cases.
- Perform other related duties as required.

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

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

4 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, Political Science or other relevant field;

### **Relevant Job Experience**

#### **Essential**

Not specified.

#### **Desirable**

RSD-Resettlement LP and/or Protection Learning Programme.

#### **Functional Skills**

IT-Computer literacy

CL-Protection & Solutions Awareness

PR-Protection-related guidelines, standards and indicators

PR-Refugee Protection Principles and Framework

#### **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

Empowering and Building Trust

#### **Cross-Functional Competencies**

Negotiation and Conflict Resolution

Political Awareness

Stakeholder Management

### **PART III: Eligibility**

This position is advertised internally and externally, however, **PRIORITY CONSIDERATION WILL BE GIVEN TO GROUP 1 (Internal) CANDIDATES.**

#### **Group 1 (Internal) Candidates**

Current GS staff members holding indefinite or fixed-term appointments in the country and are at the grade, one grade below or above.

#### **Group 2 (Internal) Candidates**

Staff members with Group 2 eligibility status confirmed by HR.

#### **External Candidates**

Other applicants not falling into Group 1 or Group 2 eligibility.

#### **Other Requirement**

Staff members must serve for a minimum of one year following assignment before being considered eligible to apply for another internally or externally advertised position within the same category. The minimum one-year requirement is waived in respect of a staff member whose position is being discontinued/reclassified.

Owing to the large volume of applications, only shortlisted candidates will be contacted. No personal queries on the status of applications will be accommodated.

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>.

### **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.