



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

File Code: 21/KL/3618

Subject: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/046/21)
COMMUNITY-BASED PROTECTION ASSOCIATE (UNHCR Post)**

Date: 18 November 2021

PART I: Position Details

Title: COMMUNITY-BASED PROTECTION ASSOCIATE

Position No: 10034334 (UNHCR Post)

Grade: GL 6

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. Any decision to withdraw an application must be submitted in the same manner.

Subject line should precisely indicate: **POSITION OF
COMMUNITY-BASED PROTECTION ASSOCIATE, UNHCR,
MALAYSIA.**

Closing Date: 02 December 2021 COB (18.00 Kuala-Lumpur time)

PART II: Position Requirements

Organization Setting and Work Relationships:

The Community-Based Protection Associate is a member of the Protection Unit and may report to the Protection Officer, Community-Based Protection Officer, or another more senior staff member in the Protection Unit. Under the overall direction of the Protection Unit, and in coordination with other UNHCR staff, government, NGO partners and other stakeholders, the Community-Based Protection Associate works directly with communities of concern to identify the risks they face and to leverage their capacities to protect themselves, their families and communities. The incumbent may have direct supervisory responsibility for part of the protection and/or support staff and supports the application of community-based protection standards, operational procedures and practices in community-based protection delivery at the field level. To fulfil this role, the Community-Based Protection Associate is required to spend a substantial percentage of the workday outside the office, building and maintaining networks within communities of PoC. The development and maintenance of constructive relationships with PoC that measurably impact and enhance protection planning, programming and results, form the core of the work of the incumbent. S/he also supports the designing of a community-based protection strategy by ensuring that it is based on consultation with PoC.

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:

- Assist functional units, the Multi-Functional Team (MFT) and senior management to integrate participatory and community-based approaches in the overall protection strategy and operational procedures.
- Through relationships with PoC and network of partners, stay abreast of political, social, economic and cultural developments that have an impact on the protection environment and provide advice to the protection team. Understand the perspectives, capacities, needs and resources of the PoC and advise the protection team accordingly, highlighting the specific protection needs of women and men, children, youth and older persons, persons with disabilities, marginalized groups.
- Work with host communities to identify opportunities for national civil society involvement in improving the protection of PoC.
- Work with implementing and operational partners as well as with displaced and local communities to develop community-owned activities to address, where applicable, the social, educational, psycho-social, cultural, health, organisational and livelihood concerns as well as child protection and prevention and response to GBV.
- Assist in the analysis that identifies the capacities of communities of concern and risks they face.
- Support participatory assessments by multifunctional teams and ongoing consultation with PoC.

- Assist in planning and monitoring of programmes and budgets, with an AGD perspective
- Build office capacity for community-based protection through training and establishing systems for community mobilization and participation of PoC.
- Support communities in establishing representation and coordination structures.
- Ensure community understanding of UNHCR's commitment to deliver on accountability and quality assurance in its response.
- Act as an interpreter in exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Contribute to the enforcement of participatory AGD sensitive analysis as an essential basis for all of UNHCR's work.
- Initiate AGD sensitive interventions at the appropriate level on community-based protection issues and to respond to protection concerns and incidents within the office, with external interlocutors, groups and individuals based on agreed parameters.
- Identify and select which individuals or groups to prioritize for counselling and field visits based on agreed criteria.
- Intervene with authorities on protection.
- Enforce compliance of implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Recommend and prepare payments to individual cases.
- 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

Development Studies, Human Rights Community Development /Social Work Social Science, Political Science International Law

Relevant Job Experience

Essential

Not specified.

Desirable

UNHCR learning programmes (PLP). Knowledge of MSRP.

Functional Skills

*IT-MS Office Applications

*IT-Computer Literacy

IT-Enterprise Resource Planning (ERP)

UN-UN/UNHCR Administrative Rules, Regulations and Procedures

UN-UN/UNHCR Financial Rules and Regulations and Procedures

PR-Community-based Protection

PR-Community-based Protection - Principles and methodologies

CL-Multi-stakeholder Communications with Partners, Government & Community

PG-Experience with coordinating with Implementing Partners
(Government/INGO/NGO/Corporate)
TR-Capacity Building

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
Managing Performance

Cross-Functional Competencies

Stakeholder Management
Planning and Organizing
Political Awareness

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.