



Memorandum

UNHCR Representation in Kuala Lumpur

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To: All Staff UNHCR and UN Agencies in Kuala Lumpur

From: Thomas Albrecht, Representative

File Code: 22/KL/0612

Subject: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/008/22)
RSD ASSOCIATE (3 POSTS) (UNOPS Post)**

Date: 23 February 2022

PART I: Position Details

Title: RSD ASSOSICATE (3 POSTS)

Position No: UNOPS/RSD/001 (UNOPS Post)

Grade: LICA 6

Language Fluency in English and Bahasa Malaysia

Effective Date: As soon as possible

Duration: Until 31 December 2022 (with possibility of extension)

Location: UNHCR Office in Kuala Lumpur

Applications: All candidates must have substantial relevant knowledge of the local conditions and 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 mlsluvn@unhcr.org. Any decision to withdraw an application must be submitted in the same manner.

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

Closing Date: **4 March 2022 COB (18.00 Kuala-Lumpur time)**

PART II: Position Requirements

Operational context

The UNHCR Office in Kuala Lumpur continues to conduct Refugee Status Determination (RSD) under its mandate in the absence of national asylum procedures. In line with the Office's strategic directions to enhance protection and asylum space as well as address the protection and solutions needs of persons of concern, the case processing strategy for Registration, RSD and Durable Solutions envisioned for 2021-2022 is based on prioritization of persons of concern with emergency and urgent protection needs and vulnerabilities. At the same time, RSD will be applied strategically in order to uphold the integrity of the asylum process. One of the RSD Unit's objectives is also to contribute to the Office's objective to engage in ongoing dialogue with the Malaysian Government on a national refugee policy.

Organization Setting and Work Relationships:

The RSD Associate is a member of the Refugee Status Determination (RSD) team. S/he is responsible for supporting all activities related to the processing of refugee claims in the Operation. The RSD Associate provides counselling to, and responds to queries from, asylum seekers and refugees regarding UNHCR's RSD procedures, their rights and obligations, including towards the host authorities, and the status of the processing of their claims. In discharging these responsibilities, the RSD Associate liaises closely with Registration, Community Services, Resettlement, and other Protection staff. The RSD Associate is responsible for conducting COI and other research related to RSD and maintaining the Operation's local repository of relevant information, guidelines and standards. S/he may also conduct RSD interviews and draft RSD assessments recommending eligibility for international refugee protection.

The RSD Associate assists in compiling and analysing information related to the RSD activities of the Operation, and in drafting related correspondence and reports. The RSD Associate may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

Duties

- Stay abreast of legal, political, security and other developments which impact on the protection environment, and in particular, on protection delivery through RSD.
- Assist in the development of the RSD strategy of the operation and in the annual planning exercise.
- Provide counselling to, and respond to queries from, asylum seekers and refugees, including in the context of the notification of negative RSD decisions.
- Maintain accurate and up-to date records and data related to all work on individual cases.
- Assist in preventing and identifying fraud in RSD through oversight, advice and guidance to UNHCR staff, partners and persons of concern.
- Systematically apply an age, gender and diversity (AGD) perspective in the performance of assigned functions.
- Conduct RSD interviews and draft RSD assessments in the form of a legal analysis recommending asylum-seekers' eligibility for international refugee protection
- Conduct research on country of origin information (COI) and other issues related to RSD and maintain the Operation's local repository of relevant information, guidelines and standards accessible to RSD staff in the operation.
- Assist in monitoring RSD trends and in compiling and analysing RSD statistics related to RSD case processing.
- Assist in developing and maintaining processes to ensure that persons of concern,

Government authorities and partners have accurate information on the RSD procedures, including UNHCR standards, policies and practice.

- Assist in initiatives to advocate with and support Government authorities and legal partners to establish and strengthen fair and efficient RSD procedures and RSD decision-making.
- Draft correspondence and reports relating to the RSD activities of the Operation.
- Refer individual cases to other functional units in the Operation and/or external partners for appropriate follow-up, in accordance with established criteria.
- Counsel individual asylum-seekers on the reasons for negative RSD decisions, in accordance with the RSD SOPs.
- 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

Certificates and/or Licenses

Social work; HCR RSD Learning Programme; HCR Country of Origin Information Learning Programme; HCR Protection Learning Programme;

Relevant Job Experience

Desirable

Working experience with procedures and principles related to RSD. Knowledge of International Refugee Law and Human Rights Law and ability to apply the relevant legal principles. Experience in working with vulnerable or traumatized individuals.

Functional Skills

PR-Age, Gender and Diversity (AGD)

PR-Counselling Asylum Seekers or Refugees

CM-Cross-cultural communication

LE-Human Rights Law

LE-International Refugee Law

PR-RSD - Principles and Procedures, operational arrangements/assistance

MS-Research

PR-Government Refugee Status Determination (RSD) procedures

WB-Treatment of vulnerable/traumatized individuals

MS-Analysis

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

Cross-Functional Competencies

Analytical Thinking

Planning and Organizing

PART III: Eligibility

Eligible Candidates

Owing to the large volume of applications, only shortlisted candidates will be contacted.

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 strongly encourages qualified female applicants for this position. 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.

IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 4 March 2022

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

UNHCR Malaysia