

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES INTERNAL/EXTERNAL VACANCY NOTICE

Title of Position:	Senior Durable Solutions Assistant
Category and Level:	General Service, GL-5
Location:	Kuala Lumpur, Malaysia
Effective date:	As soon as possible
Contract type:	Temporary Appointment
Duration:	Initially for a period of six months
Date of Issue:	7 June 2022
Closing Date:	20 June 2022

ORGANIZATIONAL SETTING AND WORK RELATIONSHIPS

The Senior Durable Solutions Assistant reports to a Durable Solutions Associate or Officer.

The incumbent is relied upon to contribute to the implementation of a durable solutions strategy. Contributing to fostering an environment to enhance partnerships is a critical element of the work, as are activities designed to strength the involvement of refugee communities and their hosts in the design and implementation of solutions strategies.

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.

To find out more information about UNHCR Malaysia, please visit our [website](#).

DUTIES

- Provide counselling to refugees and other persons of concern (POC) about their durable solutions needs.
- Interview candidates for voluntary repatriation and prepare documentation for their return, in line with Voluntary Repatriation SOPs.
- Interview candidates for local integration and prepare the appropriate documentation for onward submission to local authorities or partners, in line with Local Integration SOPs.
- Participate in identifying resettlement needs of refugees, in line with Resettlement SOPs.
- Assist in updating the electronic database for resettlement, voluntary repatriation and local integration, in line with Standard Operating Procedures.
- Process documentation to ensure that POC receive the documents required for their durable solutions in a timely manner.
- Prepare statistical and ad-hoc reports to ensure accurate information is available and shared with relevant offices and partners.
- Interview and advise on the appropriate durable solution to be provided to POC.
- Prepare documents relating to durable solutions.
- Enter information into available database, in line with SOPs.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS

Education & Professional Work Experience

Years of Experience / Degree Level: For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

Field(s) of Education: Not applicable.

Certificates and/or Licenses

HCR Protection Learning Prg
HCR Resettlement Lrng Prg
HCR Protection Induction Prog

Relevant Job Experience

Essential: Not Specified

Desirable: Diverse field experience. Experience in interviewing

Functional Skills

IT-Microsoft Office Productivity Software
DM-Database Management

Language Requirements: Knowledge of English and Bahasa Malaysia.

COMPETENCY REQUIREMENTS

Core Competencies

Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

Managerial Competencies

Not applicable.

Cross-Functional Competencies

Analytical Thinking
Planning and Organizing
Stakeholder Management

ADDITIONAL INFORMATION

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

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.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is

subject to proof of vaccination against Covid-19.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#) and motivation letter by e-mail with "Your LAST name –VN034/22 Durable Solutions Assistant, GL5, Kuala Lumpur" in the subject line to: mislun@unhcr.org by 20 June 2022.

Only short-listed candidates will be notified. No late applications will be accepted.

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

UNHCR does not sponsor work visa or work permit and applicant who is not a Malaysian national should already have their status confirmed that they are able to secure a work visa at the time of the application.

REMUNERATION

A competitive compensation and benefits package is offered. The monthly net salary is between MYR 3,773 and MYR 4,780 depending on relevant experience.