

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES **INTERNAL/EXTERNAL VACANCY NOTICE**

Title of Position:	RSD Associate
Position No.:	10005536
Category and Level:	General Service, GL-6
Location:	Kuala Lumpur, Malaysia
Effective date:	As soon as possible
Contract type:	Fixed-Term Appointment
Duration:	initially for a period of one year
Date of Issue:	10 June 2022
Closing Date:	23 June 2022

ORGANIZATIONAL 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 assist in drafting RSD Assessments.

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.

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](#).

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.

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 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.

MINIMUM QUALIFICATIONS

Education & Professional Work Experience

Years of Experience / Degree Level

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

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

Relevant Job Experience

Essential

Not specified.

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

Managerial Competencies

Judgement and Decision Making

Cross-Functional Competencies

Analytical Thinking
 Planning and Organizing
 Stakeholder Management

ELIGIBILITY

This position is advertised internally and externally, however, **priority consideration will be given to Group 1 (internal) candidates.**

Group 1 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 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 staff members whose position is being discontinued/reclassified or whose assignment/appointment through the joint staff/management review body is in a Replacement capacity.

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

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 – VN035/22 RSD Associate, G6, Kuala Lumpur (10005536)" in the subject line to: mislunv@unhcr.org by 23 June 2022.

Only short-listed candidates will be notified. The recruitment process might include written test and/or oral interview for this job opening. 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 4,868 and MYR 6,166 depending on relevant experience. For information on UN salaries, allowances and benefits, please visit the portal of the [Office of HR Management of United Nations](#).