

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

Title of Position:	Assistant Protection Officer
Position No.:	10034307
Category and Level:	National Professional Officer, NO-A
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:	02 August 2022
Closing Date:	15 August 2022

ORGANIZATIONAL SETTING AND WORK RELATIONSHIPS

The Assistant Protection Officer reports to the Protection Officer or the Senior Protection Officer. Depending on the size and structure of the Office, the incumbent may have supervisory responsibility for protection staff including community-based protection, registration, resettlement and education. S/he provides functional protection guidance to information management and programme staff on all protection/legal matters and accountabilities. These include: statelessness (in line with the campaign to End Statelessness by 2024), Global Compact on Refugees (GCR) commitments, age, gender, diversity (AGD) and accountability to affected populations (AAP) through community-based protection, Child protection, Gender-Based Violence (GBV) prevention and response, gender equality, disability inclusion, youth empowerment, psycho-social support and PSEA, registration, asylum/refugee status determination, resettlement, local integration, voluntary repatriation, human rights standards integration, national legislation, judicial engagement, predictable and decisive engagement in situations of internal displacement and engagement in wider mixed movement and climate change/disaster-related displacement responses. S/he supervises protection standards, operational procedures and practices in protection delivery in line with international standards.

The Assistant Protection Officer is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern (PoC), ensuring that operational responses in all sectors mainstream protection methodologies and integrate protection safeguards. The incumbent contributes to the design of a comprehensive protection strategy and represents the Organization externally on protection doctrine and policy as guided by the supervisor. S/he also ensures that PoC are meaningfully engaged in the decisions that affect them and support programme design and adaptations that are influenced by the concerns, priorities and capacities of them. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, authorities, protection and assistance partners as well as a broader network of stakeholders who can contribute to enhancing protection.

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.

Operational Context

The Assistant Protection Officer manages the UNHCR Refugee Centre by serving as the Centre Coordinator and reports to the Senior Protection Officer. The incumbent supervises a team of staff members working in the UNHCR Refugee Centre and the Interpreter Coordinator. Persons of concern approach the UNHCR Refugee

Centre to obtain information, seek asylum, renew documents, report on protection problems and request assistance and solutions. Hence the incumbent is expected to have experience in working as a part of a multi-functional team coordinating with different units within/outside the organization for timely and appropriate actions, referrals and interventions. S/he is required to have strong knowledge and experience with all the processes inside the organization (including reception, registration, refugee status determination, durable solutions, protection interventions and referral mechanisms for Gender Based Violence and Child Protection, etc.) as well as referral pathways to relevant operational and implementing partners. S/he must have proven communication skills (both oral and written) and demonstrated experience in communication with communities and ensuring Accountability to Affected Population as well as the ability to implement the Age, Gender and Diversity Policy. S/he must have demonstrated experience in coordination with various partners and stakeholder management and possess good skills in negotiation and conflict resolution. In addition, the individual is expected to lead to handle and coordinate first line emergency situation where s/he may have to deal with medical and security related issues, in coordination with concerned focal points in the organization.

The Centre Coordinator is required to have the proven managerial and organizational skills and experience to lead the Centre Coordination Team to ensure that the team members work towards the same goal to implement UNHCR Malaysia's Protection and Solutions Strategy and to create a welcoming, safe, secure, and operationally efficient environment in the UNHCR Refugee Centre for persons of concern. S/he should have solid experience of good performance management, supervision of staff and effective team building, through strong management and leadership skills. S/he must have the ability to build capacity of the staff members working in the UNHCR Refugee Centre. S/he should have good IT skills and database management skills (including desirable experience in using proGres v4 and KOBO tools).

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

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 legal advice and guidance on protection issues to PoC; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Conduct eligibility and status determination for PoC in compliance with UNHCR procedural standards and international protection principles.
- Promote and 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.
- Provide inputs for the development of protection policies and standards within the AoR.
- Implement and monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Manage individual protection cases including those on GBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents.
- Recommend durable solutions for the largest possible number of PoC through voluntary repatriation, local integration and where appropriate, resettlement.
- Assess resettlement needs and apply priorities for the resettlement of individuals and groups of refugees and other PoC.
- 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.
- Contribute to and facilitate effective information management through the provision of disaggregated data on populations of concern and their problems.
- Assist capacity-building initiatives for communities and individuals to assert their rights.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Intervene with authorities on protection issues.
- Assist the supervisor in deciding priorities for reception, interviewing and counselling for groups or individuals.
- Assist the supervisor in enforcing compliance of staff and implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Enforce compliance with, and integrity of, all protection standard operating procedures.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS

Education & Professional Work Experience

Years of Experience / Degree Level

1 year relevant experience with Undergraduate degree; or no experience with Graduate degree; or no experience with Doctorate degree.

Field(s) of Education

Law,
International Law,
Political Sciences or
Other relevant field.

Certificates and/or Licenses

Not specified.

Relevant Job Experience

Essential

Knowledge of International Refugee and Human Rights Law and ability to apply the relevant legal principles

Completion of the Protection Learning Programme, RSD- Resettlement Learning Programme.

Functional Skills

*PR-Protection-related guidelines, standards and indicators
*LE-International Refugee Law
*PR-Age, Gender and Diversity (AGD)
PR-Gender Based Violence (GBV) Coordination
MG-Projects management
PR-PR-Human Rights Doctrine/Standards
PR-International Humanitarian Law
PR-Protection and mixed-movements
PR-Internally Displaced Persons (IDP) Operations & IDPs Status/Rights/Obligation
PR-Climate change and disaster related displacement
PR-Community-based Protection
MS-Drafting, Documentation, Data Presentation

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:

Stakeholder Management
Negotiation and Conflict Resolution
Political Awareness

ELIGIBILITY

Candidates must be Malaysian nationals.

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

Group 1 Candidates: Current NPO staff members holding an indefinite or fixed-term appointment at their personal grade and one grade below or above.

All other candidates are eligible to apply to positions in the NPO category as **external candidates**, including GS staff members holding a university degree and fulfilling eligibility requirements, regardless of grade or length of service.

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.

UNHCR only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at <http://www.whed.net/>.

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* – VN045/22 Assistant Protection Offer, NOA, Kuala Lumpur (10034307)" in the subject line to: mlsruvn@unhcr.org by 15 August 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 7,424 and MYR 9,354 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](#).