

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES INTERNAL/EXTERNAL VACANCY NOTICE

Title of Position:	Community-Based Protection Associate
Position No.:	10034334
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:	08 August 2022
Closing Date:	21 August 2022

ORGANIZATIONAL 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.

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

OPERATIONAL CONTEXT

The Community-Based Protection (CBP) Associate be working in the Community Outreach Services Team to implement community-based protection activities in Malaysia under the direct supervision of the CBP Officer. The incumbent will lead a small team of 3-4 CBP staff at lower grade to conduct community outreach and comprehensive case management in its geographical areas of responsibilities. This position will involve engagement with a wide range of stakeholders in addition to refugee communities and structures, and will include among others, NGOs providing essential services, host community, local councils and authorities and public service providers. The position will also support community-based activities in collaboration with partner staff at the outreach center, in close liaison with Associate CBP Officer.

The incumbent will take a role in community empowerment and development including training for community leaders, CBOs, and particularly female and youth leaders. The team will monitor CBOs and provide technical expertise on CBP, general protection, and ensuring Age, Gender and Diversity approach is systematically

applied in the work with communities. The incumbent will be tasked to produce reports and analysis of protection concerns and needs within his/her area of responsibilities.

Applicants should be aware that the role will involve considerable time spent on outreach to refugee communities on the ground or meetings with relevant stakeholders. The CBP Associate should possess good communication and interpersonal skills besides strong problem-solving skills and the ability to work in a team. This role will involve case management with a holistic approach and previous experience in Child Protection /Sexual & Gender Based Violence, health, protection and education work will be advantageous. An applicant with strong facilitation and/or statistical skills as well as experience working with local authority is highly desirable.

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, organizational and livelihood concerns as well as child protection and prevention and response to SGBV.
- 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.

MINIMUM QUALIFICATIONS

Education & Professional Work Experience

Years of Experience / Degree Level

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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 and
International Law

Relevant Job Experience**Essential**

Not specified.

Desirable

UNHCR learning programmes (PLP). Knowledge of MSRP.

Functional Skills

IT-MS Office Applications (essential)
IT-Computer Literacy (essential)
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

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.

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 – VN047/22 Community-Based Protection Associate, G6, Kuala Lumpur (10034334)" in the subject line to: mlsluvn@unhcr.org by 21 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 5,034 and MYR 6,376 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](#).