



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## Memorandum

UNHCR Representation in Malaysia

570 Jalan Bukit Petaling  
P.O. Box 10185,  
50706 Kuala Lumpur, Malaysia

To/A: All Staff  
UNHCR and UN Agencies in Kuala Lumpur

From/De: Thomas Albrecht, Representative, UNHCR Representation in Malaysia

File Code/Dossier: 20/ KL/0895

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/007/20)  
PROTECTION ASSOCIATE (UNOPS)**

Date: 12 February 2020

**Title** : PROTECTION ASSOCIATE

**Grade** : GL.6 (UNOPS Contract)

**Post No.** : PU/ 001/20

**Language** : Excellent written and oral English communication skills.

**Effective Date** : As soon as possible

**Duration** : Until 31 December 2020 (with possibility of extension)

**Location** : UNHCR Branch Office in Kuala Lumpur

**Application** : UN Personnel History Form (P.11) is to be submitted together with a recent curriculum vitae, P.11 form can be extracted from UNHCR Malaysia website, without which their candidature will not be reviewed.

### Background

The Protection Associate reports to the Head of the Protection Unit.

The incumbent will be addressing various legal and practical protection challenges, including but not limited to the detention of asylum-seekers and refugees, through engagement with different Government agencies, civil society and refugee community organisations. The incumbent will also be working with complex individual cases needing well thought through and consulted interventions. This requires strong knowledge of national and international law and administrative rules as well as an ability to analyse and translate legal norms into action and advocacy. Another significant area of work will be raising awareness on issues and protection problems faced by persons of concern with local authorities and law enforcement with a view to find solutions. This will also include the design and delivery of training. The incumbent will monitor protection standards, operational procedures and practices in protection delivery in line with international standards and provide functional support to other colleagues and counterparts as it relates to Government policies and their obligations under international law.

The Protection Associate is expected to coordinate quality, timely and effective protection responses to the needs of populations of concern and identify opportunities to mainstream protection methodologies and integrate protection safeguards in operational responses in all sectors. The incumbent contributes to designing a comprehensive protection strategy and represents the Office externally on international refugee doctrine and policy as guided by the supervisor. The incumbent will ensure that persons of

concern are involved with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern, local authorities and protection and assistance partners.

The incumbent must possess strong drafting, communication, advocacy and legal skills, with the ability to work independently and make sound and balanced decisions and interventions. The incumbent should also demonstrate the ability to work in a multifunctional team to achieve shared goals and optimize results

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.

### **Responsibility**

- 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 advice on protection issues to PoC; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Assist in conducting eligibility and status determination for PoC.
- 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.
- Monitor Standard Operating Procedures (SOPs) for all protection/solutions activities.
- Manage individual protection cases including those on SGBV and child protection. Monitor, and intervene in cases of refoulement, expulsion and other protection incidents.
- Assist in identifying durable solutions for the largest possible number of PoC through voluntary repatriation, local integration and where appropriate, resettlement.
- Contribute to the design, implementation and evaluation of protection related AGD based programming with implementing and operational partners.
- Facilitate effective information management through the provision of disaggregated data on PoC and their problems.
- Participate in initiatives to capacitate authorities, relevant institutions and NGOs to strengthen national protection related legislation and procedures.
- Assist the supervisor in prioritizing PoC for interview, counselling and propose protection support for individual cases.
- Assist the supervisor with enforcing compliance of local implementing partners with global protection policies and standards of professional integrity in the delivery of protection services.
- Assist the supervisor with enforcing compliance with, and integrity of, all protection standard operating procedures.
- Submit individual payments request for PoC for approval.
- Perform other related duties as required.

### **REQUIRED COMPETENCIES**

#### **Core Competencies:**

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration  
Commitment to Continuous Learning  
Client & Result Orientation

**Managerial Competencies**

Judgement and Decision Making

**Cross-Functional Competencies**

Negotiation and Conflict Resolution  
Political Awareness  
Stakeholder Management

**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED**

- Minimum 6 years of relevant experience with High School Diploma. Certificates and/or Licenses in International Law, Political Science or other related field. Preferably those with degree with at least 2 years experience.
- Excellent oral and written communication skills.
- Fluency in English and working knowledge of another relevant UN language or local language.

**DESIRABLE QUALIFICATIONS & FUNCTIONAL SKILLS**

- Protection Learning Programme
- IT-Computer Literacy
- CL-Protection & Solutions Awareness
- PR-Protection-related guidelines, standards and indicators
- PR-Refugee Protection Principles and Framework

**THIS POST IS OPEN TO EXTERNAL CANDIDATES HOWEVER, PRIORITY CONSIDERATION  
WILL BE GIVEN TO INTERNAL CANDIDATES**

**Applications**

- i. All candidates must have substantial relevant knowledge of the local conditions. Proficiency in English and Bahasa Malaysia. **There will be a written test for this job opening.**
- ii. Applications in writing are to indicate the VN number and the post title on the envelope and to be addressed to the Administration/Finance Officer, UNHCR Kuala Lumpur, P. O. Box 10185, 50706 Kuala Lumpur. Applications by email are to be addressed to [mlsruadm@unhcr.org](mailto:mlsruadm@unhcr.org). Any decision to withdraw an application must be submitted in the same manner.

**IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 26 February 2020**

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