



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/COVID 02

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/013/20)
RSD ASSOCIATE (UNOPS) [Multiple Vacancies]**

Date: 02 June 2020

- Title** : RSD ASSOCIATE
- Grade** : LICA 6 (UNOPS Contract)
- Post No.** : RSD/002/20
- Language** : Excellent written and oral English communication skills.
- Effective Date** : As soon as possible
- Duration** : Until 31 December 2020 (with possibility of extension).
Initial contract will be for a period of 3 months to be extended subject to satisfactory performance until 31 December 2020, with possible yearly extension
- Location** : UNHCR Representation, Kuala Lumpur, Malaysia
- 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. Candidates MUST include a recent curriculum vitae or UN Personal History Form (P.11) with their application, without which their candidature will not be reviewed.
 - iii. 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 50706 Kuala Lumpur. Applications by email are to be addressed to mlsruadm@unhcr.org. Any decision to withdraw an application must be submitted in the same manner.

Operational Context

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 carrying out RSD interviews and drafting recommendations on the international protection needs of persons of concern seeking asylum. 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. 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.

Responsibility

- 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.

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

Analytical Thinking
Planning and Organizing
Stakeholder Management

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

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Three (3) years relevant experience with High School Diploma or 2 years relevant work experience with Bachelor or equivalent or higher, in Law, Psychology, Social Science or a related field.
- 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.
- Excellent oral and written communication skills.
- Fluency in English and working knowledge of another relevant UN language or local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- 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 counselling asylum seekers or refugees.
- Extensive experience in conducting interviews and drafting assessments highly desirable.
- Experience in working with vulnerable or traumatized individuals.
- Completion of UNHCR's RSD Learning Programme, COI Learning Programme, or Protection Learning Programme.

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

IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 16 June 2020

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