

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

Title of Position:	RSD Associate
Category and Level:	UNOPS, LICA 6
Location:	Kuala Lumpur, Malaysia
Effective date:	As soon as possible
Contract type:	Individual Contractor Agreement (ICA)
Duration:	Until 31 December 2022
Date of Issue:	24 May 2022
Closing Date:	21 June 2022 (extended)

### 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.

### 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 conduct RSD interviews and draft RSD assessments recommending eligibility for international refugee protection.

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](#).

### 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.



## **COMPETENCY REQUIREMENTS**

### **Core Competencies**

Accountability  
Communication  
Organizational Awareness  
Teamwork & Collaboration  
Commitment to Continuous Learning  
Client & Result Orientation

### **Cross-Functional Competencies**

Analytical Thinking  
Planning and Organizing  
Stakeholder Management

## **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* –VN030/22 RSD Associate, LICA 6, Kuala Lumpur" in the subject line to: [misluvn@unhcr.org](mailto:misluvn@unhcr.org) by 21 June 2022.

Only short-listed candidates will be notified. 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 5,457 and MYR 6,913 depending on relevant experience.