

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES INTERNAL/EXTERNAL VACANCY NOTICE

Title of Position:	Senior Protection Assistant
Category and Level:	General Service, GL-5
Location:	Kuala Lumpur, Malaysia
Effective date:	As soon as possible
Contract type:	Temporary Appointment
Duration:	Initially for a period of six months
Date of Issue:	15 June 2022
Closing Date:	28 June 2022

ORGANIZATIONAL SETTING AND WORK RELATIONSHIPS

The Senior Protection Assistant reports to the Head of the Durable Solutions Unit and works closely with the Legal Protection Unit.

Under the overall supervision of the Head of Unit and the direct supervision of the Associate Resettlement and Complementary Pathway Officer, the incumbent will be conducting interviews with refugees already referred for resettlement consideration, either at the UNHCR office or remotely, for the purpose of establishing facts surrounding their arrest and detention, in particular for post-submission cases deferred by resettlement countries for UNHCR clarification on the nature of non-immigration arrest/s. In this context, the incumbent will support the Legal Protection Unit's effort to contact the relevant authorities as necessary.

He or she is also expected to provide counselling to persons of concern (PoCs) to UNHCR on resettlement, undertake preliminary interviews and initial assessments to identify refugees for resettlement following established procedures. The incumbent will also draft assessments/reports for resettlement submission; ensure that records of individual cases are updated in a systematic and timely manner.

Under the overall supervision of the Head of the Legal Protection Unit and the direct supervision of the Associate Resettlement and Complementary Pathway Officer in the Durable Solutions Unit, the incumbent will conduct interviews with refugees for pre-submission and post-submission follow-up either at the UNHCR office or remotely, and at various detention centers, if needed.

The incumbent must possess strong drafting, communication and analytical 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 multicultural 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.

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

DUTIES

- Provide counselling to refugees and other persons of concern (PoC) about their durable solution needs.
- Participate in identify resettlement needs of refugees, in line with Resettlement SOPs.

- Interview and prepare documents relating to resettlement.
- Assist in updating the electronic database for resettlement, in line with Standard Operating Procedures.
- Consistently apply International and National Law and applicable UN/UNHCR and IASC policy, standards and codes of conduct.
- Provide counselling on protection issues to PoC; liaise with competent authorities to ensure the issuance of personal and other relevant documentation.
- Conduct preliminary information gathering and interviews for PoCs who are detained in support of UNHCR registration and protection intervention.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS

Education & Professional Work Experience

Years of Experience / Degree Level: For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

Field(s) of Education: Not applicable.

Certificates and/or Licenses

International Law Political Science International Relations

Relevant Job Experience

Essential: Not Specified

Desirable: Experience in providing legal assistance or advice and supporting the marginalized community

Functional Skills

IT-Microsoft Office Productivity Software
 CL-Protection & Solutions Awareness
 PR-Protection-related guidelines, standards and indicators
 PR-Refugee Protection Principles and Framework

Language Requirements: Knowledge of English and Bahasa Malaysia.

COMPETENCY REQUIREMENTS

Core Competencies

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

Managerial Competencies

Not applicable.

Cross-Functional Competencies

Analytical Thinking
 Political Awareness
 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 –VN038/22 Senior Protection Assistant, GL5, Kuala Lumpur" in the subject line to: mislunv@unhcr.org by 28 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 3,773 and MYR 4,780 depending on relevant experience.