



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 locally-recruited staff members
UNHCR and UN Agencies in Kuala Lumpur

From/De: 
Alan Vernon, Representative, UNHCR Kuala Lumpur

File Code/Dossier: 11/KL/5201

Subject/Object: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/032/11)**
ADMIN BID ASSISTANT

Date: 12 October 2011

Title : **Admin BID Assistant (UNOPS Contract)**

Position Number : BID/004/09

Grade : GL.4

Language : Fluency in English and Bahasa Malaysia

Effective Date : As soon as possible

Duration : Until 31 December 2011 (with possibility of extension)

Location : UNHCR Branch Office in Kuala Lumpur

Duties and responsibilities

Under the overall supervision of the Senior Protection Officer and direct supervision of Head, Children-at-Risk Team, the incumbent performs the following duties:

- Schedule all registered individual cases of unaccompanied and separated minors who walk in, referred by NGOs and other units at UNHCR for best interest determination (BID) and follow-up interviews
- Ensure all BID events and interventions for UASC cases are updated accordingly for monitoring and reporting purposes
- Prepare statistical information for monthly reporting purposes

- Provide administrative support to the Children-at-Risk team which includes managing physical file movements, retrieving information, updating ProGres and other monitoring sheets/ databases
- Organise schedules and coordinate with the Admin/ Programme unit on transportation arrangements for all home, field visits and meetings
- Liaise with NGOs, community representatives and others for best interest determination interventions and refugee community meetings
- Retrieve, organise and place documents on individual's files
- Prepare and maintain documents and correspondences pertinent to Children-at-Risk Team
- Maintain and update contact lists of NGOs/ community organisations/ representatives working directly with the Children-at-Risk Team
- Compile office supply list to replenish stationeries
- Maintain leave notices and provide leave updates to Human Resources Clerk
- Receive phone calls and messages for members of the Children-at-Risk Team during their absence
- Perform all other tasks as required

Qualifications Required

- Completion of secondary education.
- At least two years of job experience, and one year in the same functional area
- Very good knowledge of the local language and proficiency in English.

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

Applications

- i. All candidates must be Malaysian nationals with substantial relevant knowledge of local conditions. Proficiency in English and Bahasa Malaysia.
- ii. Candidates MUST include a recent curriculum vitae or UN Personnel 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/Programme Officer, UNHCR Branch Office, P. O. Box 10185, 50706 Kuala Lumpur. Applications by email are to be addressed to mslu@unhcr.org. Any decision to withdraw an application must be submitted in the same manner.

IMPORTANT
CLOSING DATE FOR RECEIPT OF APPLICATIONS: 26 October 2011