Innovative Human Rights NGO Seeks
Legal and Policy Advocacy Consultant

About Us
Asylum Access is a leading refugee human rights organization headquartered in Oakland, CA with substantial operations in three countries plus partnerships in additional countries across Africa, Asia, and Latin America. Asylum Access is the only global organization working to make human rights a reality for refugees in first countries of refuge. Asylum Access believes that by empowering refugees to assert their human rights, we can create effective, lasting solutions for refugees. When refugees can rebuild their lives, communities thrive.

Founded in 2014, Asylum Access Malaysia (AAM) is a locally registered NGO and a part of the Asylum Access family of organizations. AAM provides individualized legal services and community legal empowerment programming to refugees in Kuala Lumpur, ensuring that they are able to access their rights and working to expand protections for all refugees. AAM engages in advocacy, promoting system change in the environment to ensure that all refugees in Malaysia are able to live safely, move freely, work fairly and rebuild their lives.

Position Description
AAM seeks a motivated individual with strong legal research, drafting and analytical skills for the position of Legal and Policy Advocacy Consultant, based in Kuala Lumpur, Malaysia. The successful candidate will have the opportunity to be part of the only refugee legal aid organization in Malaysia and will be working in a position to substantially contribute to its services and efforts in legal and policy reform for refugees in Malaysia.

The Legal and Policy Advocacy Consultant works in close relationship with AAM’s Executive Director in policy analysis and coordination.

Key Responsibilities
Legal Advocacy

- Undertake comprehensive legal research and mapping of Malaysian laws and procedures related to arrest and detention, sexual and gender-based violence (SGBV), child protection, and employment and labour laws applicable to the refugee context;
- Conduct mapping of the relevant authorities and agencies involved in the above areas and their respective roles and responsibilities;
- Identify crucial tools and factors necessary in case selection for strategic litigation;
● Provide support in building AAM’s repository of Malaysian judicial decisions related to refugees;
● Provide support in conducting legal needs assessments of communities to identify crucial areas in need of legal aid;
● Provide support in following up on individual AAM cases involving Malaysian laws and the national framework.

Policy Advocacy
● Assist in coordinating different stakeholders through coalition and partnership meetings to advance advocacy efforts;
● Track relevant legislation, analyze Parliamentary Hansard debates related to refugees and otherwise support AAM’s work in Government engagement;
● Keep abreast of news and Government announcements on matters related to refugees (including immigration policies and enforcement activities);
● Collect and analyze data to support AAM’s evidence-based advocacy work;
● Draft short documents, letters and other materials in support of advocacy efforts and conducting research as needed.

Required Qualifications
● University degree in Law (LL.B or LL.M) or equivalent, candidates who are called to the Malaysian Bar with post qualification experience (PQE) preferred;
● Competent knowledge of Malaysian laws and procedures with an understanding of the Malaysian legal and political systems relating to refugees in Malaysia;
● A minimum of 2 years experience in legal advocacy and/or policy reform on human rights issues, preferably in refugee rights;
● Professional fluency in both Malay and English;
● Strong research, drafting and analytical skills required for preparing reports to support AAM’s programming and overall work;
● Strong interpersonal and communication skills, with the ability to conduct interviews with vulnerable groups and marginalised communities;
● Strong planning and organizational skills, with the ability to stick with strict deadlines and have good time management;
● Experience with engaging various stakeholders including NGOs, government agencies and local authorities desired;
● Ability to work individually or in a team, and comfortable working in a diverse and multicultural environment.

Location
This position is based in Kuala Lumpur, Malaysia and is on a contract basis for one year.

Application Instructions
Send your resume and cover letter with the subject title “AAM Legal and Policy Advocacy Officer” to apply@asylumaccess.org by Monday 11 May 2020. In your cover letter, please
describe your reasons for applying, relevant qualifications, and how you learned about the position.

Asylum Access is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. For more information about our organization, visit www.asylumaccess.org