Innovative Human Rights NGO Seeks
RSD Supervisor in Kuala Lumpur

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 around the world. 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. Through all their work, 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
The RSD Supervisor is a member of AAM’s Legal Services team and reports directly to AAM’s Legal Services and Solutions Manager (LSSM). He/she will assist the LSSM in managing and implementing the core activities of the team, and provide other support where necessary in ensuring the team’s objectives are met. The position entails supervisory responsibilities. The incumbent must have the ability to work in a diverse and multifunctional team to achieve shared goals and results.

Key Responsibilities
● Coordinating the RSD work of the Legal Services team and ensuring the timely submission of legal briefs and other relevant documents for individual cases undergoing the RSD process before the UNHCR;
● Coordinating and/or conducting client intake and screening interviews, assessing needs, identifying vulnerabilities and referring cases to the relevant service providers as necessary;
● Undertaking country of origin (COI) and other relevant research for the assessment of claims, and maintaining a repository of legal material to support RSD work;
- Reviewing RSD assessments, legal briefs, declarations and other submissions of the Legal Services team and providing legal and procedural guidance if required. Where necessary, drafting RSD submissions on behalf of clients, particularly for complex claims;
- Conducting workshops and information sessions for refugee communities on the RSD and UNHCR process, and developing other workshops and materials in response to the legal needs of the communities;
- Ensuring the accurate dissemination of information to refugees and asylum-seekers on applications for refugee status with the UNHCR;
- Ensuring the legal services program’s proper adherence to office protocols and procedures, including the organizational database and case maintenance and client screening;
- Contributing to the design and implementation of strategies and best practices to ensure the effective legal representation of clients in the RSD process;
- Supporting the LSSM in the development of the Legal Services team, which include but is not limited to, recruitment, training and supervision of legal services staff, volunteers and interns where required;
- Supporting the LSSM in advocacy initiatives with the UNHCR and other relevant monitoring and evaluation and reporting obligations.

**Required Qualifications:**
- University degree, preferably in Law (LL.B or LL.M, where a focus in International Law, International Refugee Law or International Human Rights Law would be an asset). In the absence of a Degree in Law, candidates must possess a strong working knowledge of refugee law and RSD procedures;
- Minimum of two (2) years’ experience working directly with refugee law and RSD procedures and principles, with the ability to apply the relevant legal principles;
- Professional fluency in English (oral and written) and excellent communication skills;
- Strong legal research, drafting and analytical skills;
- Strong planning and organizational skills, with the ability to stick to strict deadlines and have good time management;
- Strong interpersonal skills, with the ability to work effectively in a team.

**Preferred Qualifications:**
- Experience in providing direct client services, particularly in counselling asylum-seekers or refugees;
- Experience in engaging directly with vulnerable groups and marginalised communities, including survivors of trauma;
- Experience in community engagement;
- Experience in carrying out supervisory functions and conducting trainings to staff members;
● Knowledge of the local context and protection needs of asylum-seekers and refugees in Malaysia;
● A positive personality with the capacity to manage living and working in an ad-hoc environment, where difficult situations may arise unexpectedly.

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 RSD Supervisor” to apply@asylumaccess.org by May 5, 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. We encourage applications from all, including refugees and those with lived experience as a refugee.

For more information about our organization, visit www.asylumaccess.org