



Restoring Dignity, Inspiring Change

Head of Office

Vacancy Notice: HOO_VN_2020_MY

JOB TITLE	Head of Office
LOCATION	Kuala Lumpur, Malaysia
ORGANIZATIONAL UNIT	Malaysia Country Office
TYPE OF CONTRACT	Fixed-term renewable
STARTING DATE	November 1 st , 2020
CLOSING DATE FOR APPLICATIONS	October 11, 2020

ABOUT ICMC

The International Catholic Migration Commission (ICMC) is an international non-governmental organization, whose mission is to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants - regardless of faith, race, ethnicity or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, migration and development.

Since 2010 ICMC works with Burmese refugee communities in Malaysia to address and reduce the risk of Sexual and Gender-Based Violence (SGBV), and to assist SGBV survivors and their families with their urgent and long-term needs through emergency shelter and other auxiliary services. ICMC programs in Malaysia respond to the onwards movement of refugees by identifying new beneficiaries for trainings and assistance on an ongoing basis, equipping them with transferrable skills, and building SGBV awareness and capacity within refugee communities. ICMC's activities in Malaysia are funded by the US Bureau of Population, Refugees and Migration (PRM), UNHCR and other donors.

SCOPE OF WORK

For its country office in Malaysia, ICMC is recruiting a motivated and engaged Head of Office. The incumbent will be responsible for program management, supervision of program staff, program design and implementation, grant cycle management and fiscal tracking of all ICMC activities in Malaysia. The Head of Office serves as the point of contact for the ICMC Headquarters in Geneva and, at field level, maintains close contacts with donors. S/he reports to the ICMC Director of Operations in Geneva, will line manage three (3) Manager(s)/Coordinator(s), and will supervise the work of about 25 staff and volunteers operating across Kuala Lumpur and Penang offices.

RESPONSIBILITIES

- Ensure the smooth operational functioning of the ICMC Office in Kuala Lumpur and of the sub-office(s) in Malaysia, including management and supervision of staff, finance and administrative matters in accordance with relevant ICMC rules and procedures;
- Lead, coordinate and supervise the implementation of ICMC program(s) in Malaysia and provide strategic direction, oversight and quality control of programs;
- Ensure that all donor requirements, project goals and objectives are well understood and strictly adhered to by ICMC program staff and by the local implementing partner's staff;
- Be accountable for the appropriate use and management of resources provided to the Office and ensure that funds are managed and used efficiently and effectively;
- Ensure the integrity of financial systems, review of budget requirements and the consistent application of rules and regulations, including procurement rules and procedures;
- Ensure compliance with internal and external reporting requirements;
- Provide overall guidance to draft/finalize Memorandum of Understanding (MoU) and/or other agreements between ICMC and the local implementing partners and service providers;
- Lead the process to identify new program opportunities and options for funding and prepare new proposals with the support of and in coordination with HQ Geneva Operations and Finance Staff;
- Support continuous improvement of programs quality standards; Draft and implement key protocols and SoPs in coordination with UNHCR and other NGOs, e.g.: referral of a child to a shelter, emergency protocols with healthcare service providers, etc.
- Promote teamwork, collaboration and synergies within the office(s) and among the project teams;
- Develop staffing plans, overview recruitment procedures and promote staff development and self-care;
- Develop and maintain positive working relations with local authorities, bilateral and multilateral organizations, UNHCR, research institutions, private sector and civil society, donors and principal partners;
- Maintain regular communication with ICMC HQs in Geneva and liaise with the ICMC Liaison Office in Washington D.C. as appropriate;
- Establish and maintain transparent and productive communications with local partner staff;
- Principal liaison to UNHCR Malaysia; represent ICMC to UN agencies, donors and external parties and participate in various coordination efforts as appropriate;
- Conduct regular visits to the project sites to ensure appropriate and smooth implementation of the project activities and facilitate donors/audits' monitoring visits as required.
- Maintain a high level of ethical conduct regarding confidentiality and professional stature;
- Perform any other duties as required by the program.

REQUIREMENTS

- Advanced university Degree in Social Sciences, International Relations, Humanitarian and International Cooperation or related fields.
- At least 7 years of professional work experience as Head of Office or other management/coordination positions in humanitarian/development contexts.
- Proven experience in management of UN and US funded projects.
- Technical expertise in the area of SGBV.
- Strong leadership and team management skills.
- Native-level oral and written language skills in English.
- Ability to work under tight deadlines and with minimal support.
- Experience in leading trainings on monitoring and evaluation implementation for staff a plus;
- Demonstrated ability to manage multiple priorities, deadlines, tasks efficiently;
- Excellent communication and team working skills.
- Good command of MS Office applications and other computer programs.

- Readiness to travel frequently to Penang and other regions in the country.
- Conduct work with the highest level of personal and professional integrity. Must comply with and actively promote ICMC's zero tolerance policy with regard to sexual exploitation and abuse, harassment, abuse of power, fraud and corruption in all of its activities and responsibilities.

HOW TO APPLY

Applicants must be a citizen of Malaysia or other nationals with valid residence and work permits/permanent residents.

Interested candidates should submit a detailed CV of maximum four pages in English, a motivation letter and two professional references with full and up to date contact details via email, to:

recruitmentmy@icmc.net

The Vacancy Notice number HOO_VN_2020_MY and the applicant's full name must be quoted in the email subject line.

The closing date for receipt of applications is October 11, 2020.

Applications will be evaluated upon reception and interviews with shortlisted candidates may be conducted before the closing date. Referees may be contacted prior to the interviewing stage.

Owing to the volume of applications, ICMC regrets that only applicants short-listed for an interview will be notified.

Please note that applications received after the deadline will not be accepted.

ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuses and all forms of unlawful harassment, including but not limited to sexual harassment. Screening of applications includes the vetting for records of prior misconduct and reference checking. ICMC may take other necessary measures to ensure that people involved in substantiated cases of sexual exploitation, abuse and harassment will not be recruited.

ICMC is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age.

DATA PROTECTION

By submitting an application, you agree that ICMC collects and manages the information that you provide. Your personal information will be used for recruitment purposes only. Your application will be treated with strict confidentiality.