

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. VAC/053**

Title of Post	Senior Registration Assistant	Category/grade	LICA5
Post Number	UNOPS-AZR-024	Type of contract	UNOPS Contract Holder
Location	Azraq, Jordan	Date of Issue	09 May 2019
Effective date of assignment	01 June 2019	Closing Date	18 May 2019

Major Duties and responsibilities:

The incumbent will work under the direct supervision of the Registration Officer.

Operational Context:

The Senior Registration Assistant is a member of the Registration team. The Senior Registration Assistant is responsible for supporting all activities related to registration, which may also include functions related to reception, filing and data management. The incumbent provides counselling to, and responds to queries from, asylum seekers and refugees regarding UNHCR's registration procedures and their rights and entitlements. S/he liaises closely with protection staff and partners to ensure timely identification and referral of persons of concern for protection follow up. The Senior Registration Assistant may assist in compiling and analysing information related to registration activities in the operation. The Senior Registration Assistant may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

Accountability

- UNHCR's Registration Standard Operating Procedures (SOPs) are implemented in accordance with relevant UNHCR standards and policies.
- Persons of concern have fair and transparent access to registration procedures.

Responsibility

- Assist in the implementation of registration strategies and methodologies for populations of concern.
- Conduct registration interviews when required in accordance with registration standards and guidance.
- Provide counselling to, and responds to queries from, asylum seekers and refugees regarding UNHCR's registration procedures and their rights and entitlements.
- Maintain accurate and up-to date records and data related to all individual registration cases.
- Identify persons with specific needs and ensure timely referral to protection follow-up as required.
- Collaborate with protection staff and/or partners in the delivery of assistance and programming, including provision of identity and entitlement documentation.
- Draft correspondence and reports relating to registration activities in the operation, when required
- Provide statistics and draft reports related to registration data, as requested.
- Act as interpreter and translator when needed.
- Perform other related duties as required.

Authority:

- Refer cases to other units within the office and to implementing partners as necessary.
- Draft and submit reports and statistics related to registration

Essential Minimum Qualifications and Experience:

- Completion of the Secondary Education with post-secondary training/certificate in Social science, Statistics, Mathematics, Information Technology, or related fields.
- Minimum 5 years of relevant job experience.
- Good computer skills, particularly in data management.
- Excellent knowledge of English and local language.

Desirable Qualifications & Competencies:

- Training in basic principles of international protection.
- Experience in working with UNHCR proGres software.
- Knowledge of another relevant UN language.
- Analytical Thinking
- Technological Awareness
- Planning and Organizing

Candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.¹

Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation and updated P11 through the provided link <http://www.unhcrjordan.org> by the closing date.**

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. 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.

Distribution:

- All UNHCR staff members in Jordan.
- UN organizations in Jordan.

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¹ Completed and relevant university education can count as maximum 50% of the required years of work experience.