

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 015/2020**

Title of Post	Registration Assistant	Category/grade	General Service, G4
Post Number	10026761	Type of contract	Fixed-term appointment
Location	Yumbe, Uganda	Date of Issue	15 September 2020
Effective date of assignment	1 December 2020	Closing Date	21 September 2020

Operational Context:

The Registration Assistant is a member of the Registration team and is supervised by a more senior member of the team who normally reports directly to the Registration Officer. The Registration Assistant is responsible for supporting all activities related to registration, which may also include functions related to reception, filing and data management. The Registration Assistant responds to queries from, asylum seekers and refugees regarding UNHCR's registration procedures and their rights and entitlements. The Registration Assistant liaises with protection staff and partners to ensure timely identification and referral of persons of concern for protection follow up. The Registration Assistant may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

Duties:

- Conduct registration interviews in accordance with local SOPs and registration standards.
- Respond 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
- Act as interpreter and translator when needed.
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

- Completion of High school diploma is required.
- Minimum 1 year of previous job experience relevant to the function is required.
- Knowledge of English is required.

Desirable Qualifications & Competencies:

- Training in basic principles of international protection is desirable.
- Experience in working with UNHCR proGres software is desirable

- Knowledge of another relevant UN language is desirable

Required Competencies:

Core Competencies

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Cross-Functional Competencies

- Analytical Thinking
- Technological Awareness
- Planning and Organizing

Eligibility:

Group I candidates: Interested staff members should consult the Recruitment and Assignment of Locally Recruited staff (RALS).

Group I comprise current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

Group II candidates: comprises candidates that have previously been vetted and notified after applying to the Group II general profile pool at the date of publishing this vacancy notice.

External candidates: are candidates who are not in Group 1 or Group 2.¹

If you have questions regarding your eligibility, you may also contact the HR Unit.

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:

Interested candidates who meet the above criteria should submit their applications online, using the following link: <http://unhcrjobs.imuganda.com>. Applicants should signup or login to access details of the advertised position by **the closing date**.

The Personal History Form and its supplementary sheet is attached.

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).

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

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.

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