

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)  
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT  
Vacancy Notice No. 020/2020**

<b>Title of Post</b>	<b>Registration Assistant</b>	<b>Category/grade</b>	<b>General Service, G4</b>
<b>Post Number</b>	<b>10034570</b>	<b>Type of contract</b>	<b>Fixed-term appointment</b>
<b>Location</b>	<b>Rwamwanja, Uganda</b>	<b>Date of Issue</b>	<b>13 November 2020</b>
<b>Effective date of assignment</b>	<b>1 February 2021</b>	<b>Closing Date</b>	<b>26 November 2020</b>

**Operational Context:**

The Registration Assistant is a member of the registration team and is supervised by a more senior colleague who normally reports directly to the Registration Officer. The incumbent is responsible for supporting all activities related to registration, which may also include functions related to reception, filing and data management. S/he 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 and 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.
- Refer cases to other units within the office and to implementing partners as necessary.
- Perform other related duties as required.

**Essential Minimum Qualifications and Experience:**

- Completion of High school diploma is required.
- Minimum 1-year relevant work experience is required.
- Knowledge of English is required.

**Desirable Qualifications & Competencies:**

- Completion of a certificate in Social Sciences, Statistics, Mathematics, Information Technology, HCR Protection Learning Program is desirable.

- Experience in working with UNHCR ProGres software is desirable.

## Required Competencies:

### **Core Competencies**

- Accountability
- Communication
- Organizational Awareness
- Teamwork and Collaboration
- Commitment to Continuous Learning
- Client and 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.<sup>1</sup>

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).

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

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

workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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