CALL FOR INTEREST
INTERPRETER ASSISTANT (UKRAINIAN)

**JOB TITLE**  Registration Assistant

**DUTY STATION**  Kosice, Slovak Republic

**NUMBER OF VACANCIES**  9

**START DATE**  ASAP

**CONTRACT LENGTH**  Until 31 August 2022

**CONTRACT TYPE**  Individual contractor – full-time

**BACKGROUND**

The Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and co-ordinate international action to protect refugees worldwide and find durable solutions for them. Established in 1950, its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, until they can return home voluntarily, integrate locally or to resettle in a third country. Today nearly 17,000 personnel work in 132 countries helping and protecting millions of refugees, returnees, internally displaced and stateless people.

The UNHCR Field Office in Kosice, Slovak Republic is looking for qualified candidates interested in providing registration services in Kosice, Slovak Republic.

**ORGANIZATIONAL 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/or 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.

**Requirements and Experience**

**a. Work Experience**

- 1 year relevant experience with High School Diploma; or Bachelor or equivalent or higher
- Good computer skills, particularly in data management.
- Experience with working with UNHCR proGres software is an asset

**b. Key Competencies**

- Excellent knowledge of English, Ukrainian and/or Russian
- Knowledge of Slovak language is an asset

Candidates must be legally present in the Slovak Republic at the time of recruitment and hire.

**Application**

Interested applicants should submit their Personal History Form (P11) and its supplementary pages (if applicable), accompanied by a Letter of Interest to rrcpost@unhcr.org with the subject line “SVKKO Registration Assistant”.

Shortlisted candidates may be required to participate on an interview. Only shortlisted candidates will be notified.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees)