CALL FOR INTEREST

INTERPRETER ASSISTANT (UKRAINIAN)

<table>
<thead>
<tr>
<th><strong>JOB TITLE</strong></th>
<th>Registration Associate</th>
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<tbody>
<tr>
<td><strong>DUTY STATION</strong></td>
<td>Bratislava, Slovak Republic</td>
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<tr>
<td><strong>NUMBER OF VACANCIES</strong></td>
<td>3</td>
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<tr>
<td><strong>START DATE</strong></td>
<td>ASAP</td>
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<tr>
<td><strong>CONTRACT LENGTH</strong></td>
<td>Until 31 August 2022</td>
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<tr>
<td><strong>CONTRACT TYPE</strong></td>
<td>Individual contractor – full-time</td>
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**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 National Office in Bratislava, Slovak Republic is looking for qualified candidates interested in providing registration services in Bratislava, Slovak Republic.

**ORGANIZATIONAL CONTEXT**

The Registration Associate is a member of the Registration team and is normally supervised by the Registration Officer. The Registration Associate is responsible for supporting all activities related to registration, and with ensuring that registration is effectively used for the identification of specific protection needs, for the management of operations, and for the achievement of durable solutions.

Depending on the size and structure of the Office, the Registration Associate may provide day-to-day supervision, direction and support to UNHCR staff engaged in registration and related activities (including Reception, Filing and Data Management staff), and monitors the efficiency and quality of registration processes, identity and entitlement documentation activities and population data management. The Registration Associate collaborates closely with Protection, Programme, Operational Data Management and Information Management colleagues as well as with Government authorities and partners on the provision of quality population data for the delivery of registration activities.

**DUTIES**

- Assist in the implementation of registration strategies and methodologies for populations of concern.
- Assist in the supervision and daily running of registration team activities, where required.
- 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 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.
• In consultation with the supervisor, make decisions related to the day-to-day operations of the registration unit and devise registration procedures which are efficient and effective.
• Draft and submit reports and statistics related to registration.
• Perform other related duties as required.

REQUIREMENTS AND EXPERIENCE

a. Work Experience

• 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher
• Good computer skills, particularly in data management.
• Training in basic principles of international protection and experience in 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 “SVKBR Registration Associate”.

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)