



UNHCR

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

Memorandum

UNHCR Representation in Malaysia

570 Jalan Bukit Petaling
P.O. Box 10185,
50706 Kuala Lumpur, Malaysia

To/A: All Staff
UNHCR and UN Agencies in Kuala Lumpur

From/De: Thomas Albrecht, Representative, UNHCR Representation in Malaysia

File Code/Dossier: 19/KL/6380

Subject/Objet: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/032/19)
SENIOR REGISTRATION ASSISTANT (UNOPS POST)**

Date: 22 October 2019

Title : **SENIOR REGISTRATION ASSISTANT**
Grade : GL.5 (UNOPS Post) (3 posts)
Post No. : REG/004/19
Language : Fluency in English and Bahasa Malaysia
Effective Date : As soon as possible
Duration : Until 30 April 2020 (with possibility of extension)
Location : UNHCR Office in Kuala Lumpur

General background:

The Senior Registration Assistant is responsible for supporting all activities related to registration, which may also include functions related to reception, interviews, scheduling, 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. The Senior Registration Assistant is under the overall supervision of the Registration Officer, but may directly report to a Registration Associate as assigned.

Duties and Responsibilities:

- 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.

QUALIFICATIONS AND EXPERIENCE

Education

- Completion of the Secondary Education with post-secondary training/certificate in Social science, Psychology, Statistics, Mathematics, Information Technology, or related fields.
- Minimum 4 years of relevant job experience. (preferably those with degree with at least 2 years of experience)
- Good computer skills, particularly in data management.
- Excellent knowledge of English and local language.

Key Competencies

Analytical Thinking
Technological Awareness
Planning Organizing

**THIS POST IS OPEN TO EXTERNAL CANDIDATES HOWEVER, PRIORITY
CONSIDERATION WILL BE GIVEN TO INTERNAL CANDIDATES**

Applications

- All candidates must have substantial relevant knowledge of local conditions. Proficiency in English and Bahasa Malaysia is a requirement. **There will be a written test for this job opening.**
- Candidates **MUST** include a recent curriculum vitae or UN Personnel History Form (P.11) with their application, without which their candidature will not be reviewed.
- Applications in writing are to indicate the VN number and the post title on the envelope and to be addressed to the Administration/Finance Officer, UNHCR Kuala Lumpur, P. O. Box 10185, 50706 Kuala Lumpur. Applications by email are to be addressed to mlsruadm@unhcr.org. Any decision to withdraw an application must be submitted in the same manner.

IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 05 November 2019

Applications reaching the UNHCR Branch Office after the closing date will not be accepted.