



Vacancy Notice

26 September 2019

EXTERNAL VACANCY ANNOUNCEMENT No: 19/HCR/KGL/VN/060

Title of Post: Snr Registration Assistant
Post Number: TA
Duty Station: Nyamata, Rwanda
Category and Level: G6
Duration of assignment: Initially up to December 2019
Entry on Duty: Immediate
Closing date of application: **06 October 2019**

ORGANIZATIONAL CONTEXT

The Senior Registration Assistant is a member of the Registration team. The Senior Registration Assistant is responsible for supporting all activities related to registration, which may also include functions related to reception, 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.

FUNCTIONAL STATEMENT

Accountability:

- UNHCR's Registration Standard Operating Procedures (SOPs) are implemented in accordance with relevant UNHCR standards and policies.
- Persons of concern have fair and transparent access to registration procedures

Responsibility:

- 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

Authority

- Refer cases to other units within the office and to implementing partners as necessary.
- Draft and submit reports and statistics related to registration.

ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE

- Education: Completion of the Secondary Education with post-secondary training/certificate in Social science, Statistics, Mathematics, Information Technology, or related fields
- Minimum 5 years of relevant job experience.
- Good computer skills, particularly in data management
- Fluency in English and working knowledge of another relevant UN language or local language
- Technological Awareness
- Analytical Thinking
- Planning and Organizing

DESIRABLE QUALIFICATION & COMPETENCIES

- Training in basic principles of international protection.
- Experience in working with UNHCR proGres software.
Knowledge of another relevant UN language.

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your application on <http://rwanda.unhcr.io> by **06 October 2019**.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

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

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>