



Vacancy Notice

26 September 2019

EXTERNAL VACANCY ANNOUNCEMENT No: 19/HCR/KGL/VN/059

Title of Post: Registration Associate
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 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.

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.
- 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.
- Perform other related duties as required.

Authority

- 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.

ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE

- Education: Completion of Secondary School with post-secondary training/certificate in social sciences, statistics, mathematics, information technology, or related fields
- Minimum 6 years of relevant professional 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>