



Vacancy Notice

08 August 2016

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT NO: 16/HCR/KGL/VN/031

Title of Post: Senior Field Assistant (Registration)
Post Number: 10024938
Category and Level: GL-5
Location: Gisenyi, Rwanda
Duration of appointment: Initially for a period of One year
Closing date of application: **22 August 2016**

ORGANIZATIONAL CONTEXT

The Snr Field Assistant (Registration) will be supervised by the (Snr) Field Officer/Associate and will perform a variety of functions related to Field activities within the office.

The Senior Field Assistant (Registration) has no direct supervisory functions. The incumbent will always function under direct supervision of a Senior Officer often Registration Officer or Field/Protection Officer, who is required to monitor the performance of the incumbent and provide regular guidance. The incumbent will also refer to UNHCR Manual and relevant policy papers concerning the registration of refugees. The incumbent will maintain contacts with other units to exchange information on the situation of refugees.

The incumbent keeps frequent internal contacts with staff members in the same duty station to exchange information and with the external contacts, generally with officials of national and international institutions, leaders of the refugee community, local population and/or Implementing Partners (IPs) on routine subject matters under the direction of the supervisor.

FUNCTIONAL STATEMENT

Accountability:

- Liaison with local authority counterparts, partners and populations of concern is maintained.
- Registration activities are undertaken in accordance with UNHCR policies, standards and procedures.

Responsibility:

- Support reception, registration and voluntary repatriation activities within the country operation.
- Assist in monitoring the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- Assist in administrative tasks as required such as preparation of reports, meeting authorized personnel and assisting them during field missions.
- Act as interpreter in the exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.
- Follow up, on a regular basis, the overall situation of persons of concern in camps and other areas where they have been accommodated and report accordingly.
- Update UNHCR Registration database with relevant information.
- Follow up on provision of documentation to persons of concern to UNHCR
- Undertake other relevant duties as required.

Authority

- Liaise with local authorities, implementing partners and population of concern.
- Direct incidents and problems to the supervisor when they cannot be resolved at their level.
- Refer cases to other units within the office and to implementing partners as necessary.

ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE

- Completion of the Secondary Education with post-secondary training/certificate in Business Administration, Law, Political Science or related field.
- Minimum of 5 years of previous job experience relevant to the function.
- Computer skills.
- Excellent knowledge of English and working knowledge of another relevant UN language or local language.
- Analytical Thinking.
- Planning and Organizing.
- Stakeholder Management.

DESIRABLE QUALIFICATION & COMPETENCIES

- Knowledge of ProGres (UNHCR database for registration of refugees, returnees and displaced persons).
- Experience in managing programme related standards and indicators.
- Training on data analysis particularly in using registration data such as in ProGres.
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) and its supplementary pages (if applicable), motivation letter and CV by e-mail with “**LAST name – Senior Field Assistant (Registration) (10024938) position**” in the subject line to: RWAKIHRAPPS@unhcr.org by **22 August 2016**.

Shortlisted candidates will 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>