

Registration Officer Profile
Various Locations

Grade: For Junior (P2), Mid (P3) and Senior (P4) Level Positions
Deadline for Applications: Open Call for Applications

Registration is an essential tool for protection, for the management of operations, and for the achievement of durable solutions. The Registration Officer plans, coordinates and monitors registration, population data management, and other registration-related activities for populations of concern to UNHCR. His/her work will strengthen and improve the standardized collection of individual data from persons of concern, according to the priorities identified by an operation, and in compliance with its overall protection strategy. Responsibilities also include the analysis and dissemination of aggregate population data, which will inform programme planning, protection interventions and statistical reporting activities.

RESPONSIBILITIES INCLUDE:

- Design appropriate registration strategies and approaches for populations of concern in compliance with the protection strategy of the operation, ensuring that registration standards are met and that appropriate methodologies and technologies are implemented;
- Advise and provide technical support to country staff on planned registration activities;
- Plan, implement and monitor registration-related operational projects, to ensure that provision is made for material and human resources to adequately support the process;
- Coordinate registration activities between country and field offices to ensure data quality, standardization and consistency of data management;
- Support the coordination of emergency preparedness and response measures relating to registration liaising with Regional Registration Officers and Headquarters to develop and implement appropriate responses.
- Coordinate and liaise with partners in the planning, implementation, analysis and dissemination of the results of registration activities;
- Develop data sharing agreements in close cooperation with Protection colleagues and the Regional Registration Officer;
- In cooperation with Protection staff; design, implement and monitor referral mechanisms for persons of concern who may require follow-up protection interventions;
- Assist in developing data management approaches and processing methodologies for efficient and accountable delivery of assistance;
- Provide training to UNHCR and partner staff in registration methodologies, technologies and standards, to enable them to conduct registration activities and to manage registration and case related data on a continuous basis;
- Support the country team to establish and strengthen their own capacity and that of government counterparts to manage registration and maintain population information;
- Standardize consolidation and timely dissemination of reports and statistics on persons of concern;
- Document and report on registration activities at the operation (and regional) level, and report on the impact of support interventions to the management of operations.

Minimum qualifications and professional experience required:

For positions at the P2 level

Requirements:

- University Degree in Law, Social Sciences, International Relations, Statistics, Information Technology or other related field.
- Minimum of 2 years of relevant experience with Advanced University/Master's degree in population data management, protection, field support activities, (4 years with University/Bachelor's Degree). Previous experience in the humanitarian sector, in particular in deep field locations, will be an asset.
- Excellent interpersonal and communication skills, flexibility and organizational skills with strong capacity in multitasking. Demonstrated computer skills, particularly in data management.
- Excellent knowledge of English and working knowledge of another UN language.

For positions at the P3 level

Requirements:

- University Degree in Law, Social Sciences, International Relations, Statistics, Information Technology or other related field.
- Minimum of 6 years of relevant experience with Advanced University/Master's degree in population data management, protection, field support activities (8 years with University/Bachelor's Degree). Previous experience in the humanitarian sector, in particular in deep field locations, will be an asset.
- Excellent interpersonal and communication skills, flexibility and organizational skills with strong capacity in multitasking. Demonstrated computer skills, particularly in data management.
- Excellent knowledge of English and working knowledge of another UN language.

For positions at the P4 level

Requirements:

- University Degree in Law, Social Sciences, International Relations, Statistics, Information Technology or other related field with a focus on population census and econometrics.
- Minimum of 10 years of relevant experience with Advanced University/Master's degree within humanitarian organizations in process-related managerial functions, protection, field support activities and/or population data management (12 years with University/Bachelor's Degree).
- Excellent interpersonal and communication skills, flexibility and demonstrated managerial skills in leading and coordinating multi-functional teams. Excellent computer skills, particularly in data management and data dissemination.
- Excellent knowledge of English and working knowledge of another UN language.

To apply and read a detailed Job Description, please visit: [Current vacancies](#)

UNHCR is an equal opportunity employer and female candidates are strongly encouraged to apply