

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
INTERNAL/EXTERNAL VACANCY NOTICE

Title of Position: Registration Assistant
Position Number: 10007557
Category & Level: General Service, GL4
Location: Registration Unit
Ankara
Effective date: as soon as possible
Duration: initially for a period of one year
Closing Date: **26/12/2017**

PREAMBLE

The international obligations of Turkey and its national legislative framework on asylum have shaped the form of the current collaboration with UNHCR. During the last 56 years, UNHCR and Turkey have been working together in close partnership. Turkey has provided the asylum space for persons seeking refuge, and UNHCR has assisted Turkey to determine who is in need of international protection and to enable access to rights by these persons. As the main partner of the Turkish State in the field of international protection, UNHCR Turkey continues to provide legislative and technical support as well as institutional capacity building support to the Directorate General of Migration Management (DGMM) and other national institutions. Working closely with AFAD including as regard support to the refugee camps, UNHCR also provides support to various line ministries as well as to municipalities and provincial authorities. Activities include the provision of high education support, support to livelihoods and employment as well as winterization assistance through cash-based initiatives for vulnerable refugees.

As regard Syrian nationals who are hosted in Turkey under a Temporary Protection (TP) framework for Syrian nationals, refugees and stateless, UNHCR's work is to support the authorities through the provision of technical assistance and strong public advocacy for enhanced responsibility sharing.

UNHCR in Turkey also registers asylum-seekers, conducts RSD under the Mandate of the High Commissioner for all non- Europeans (with the exception of Syrians), intervenes to strengthen the protection environment and access to social support mechanisms, and endeavors to find durable solutions for the most vulnerable amongst those who are recognized as refugees provided they meet the criteria of the resettlement countries.

UNHCR in Turkey operates through a branch office in Ankara, with field offices in Gaziantep, Istanbul and Van, as well as field units.

To find our more information about UNHCR, please visit our [website](#).

ORGANIZATIONAL CONTEXT

The Registration Assistant is a member of the Registration team and is supervised by a more senior member of the team who normally reports directly to the Registration Officer. The Registration Assistant is responsible for supporting all activities related to registration, which may also include functions related to reception, filing and data management. The Registration Assistant responds to queries from, asylum seekers and refugees regarding UNHCR's registration procedures and their rights and entitlements. The Registration Assistant liaises with protection staff and partners to ensure timely identification and referral of persons of concern for protection follow up. The Registration Assistant may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

FUNCTIONAL STATEMENT

Accountabilities

- 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.

Responsibilities

- Conduct registration interviews in accordance with local SOPs and registration standards.
- Respond 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
- Act as interpreter and translator when needed.
- Perform other related duties as required.

Authorities

- Refer cases to other units within the office and to implementing partners as necessary.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- Education: Completion of secondary education preferably with post-secondary training or certificate in social science, statistics, mathematics, information technology or related fields.
- Job Experience: Minimum 5 years of relevant job experience (3 years with post-secondary certificate/training).
- Good computer skills
- Excellent knowledge of English and Turkish (written/oral/comprehension).
- Analytical thinking.
- Planning and organizing skills.
- Technological Awareness

DESIRABLE QUALIFICATIONS AND COMPETENCIES

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

ELIGIBILITY

Internal candidates:

Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (PPAL). If you have questions regarding eligibility, [please contact HR Unit](#).

External candidates:

Must be legally present in Turkey at the time of application, recruitment and hire. Non-Turkish citizens are required to submit a valid Turkish residence permit to be considered.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#), motivation letter, CV and Turkish residence permit, if applicable, by e-mail with "Your LAST name – Registration Assistant – 10007557 " in the subject line to: TURANREC@unhcr.org by **26/12/2017**.

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

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. The monthly net salary is between TRY 4,064 and TRY 5,106 depending on relevant experience. For information on UN salaries, allowances and benefits, please visit the portal of the Office of HR Management of United Nations.