UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Individual Contractor (IC) – UNOPS
Registration Assistant, LICA-4

Title: Registration Assistant, Individual Contractor (UNOPS)
Contract type: Local ICA
Contract level: LICA -4
Department/office: Caribbean Protection Unit / UNHCR Washington
Duration: 6 months, renewable subject to available funds and satisfactory performance
Application period: 19 December – 29 December 2017

General Background
The Office of the United Nations High Commissioner for Refugees (UNHCR) has an international mandate to protect persons in need of international protection, including asylum-seekers, refugees and stateless persons. The Caribbean Protection Unit (CPU) of UNHCR's Regional Office in Washington, D.C., covers 24 Caribbean countries and territories. The region is characterized by an increasingly complex phenomenon of mixed migration involving individuals who may be in need of international protection, including asylum-seekers, refugees, victims of human trafficking and stateless persons, along with other categories of migrants. The States and territories in the Caribbean are source, destination and transit countries for thousands of migrants, including persons in need of international protection, each year. The region also produces refugees and is a transit gateway for refugees and asylum-seekers trying to reach North America within larger groups of migrants by land, air and sea. In many countries in the Caribbean, persons in need of international protection are not systematically given access to RSD procedures and, therefore, respect of the non-refoulement principle is not always ensured. Because only a few States in the Caribbean have developed national asylum systems to ensure that those in need of international protection are identified as such and recognized as refugees, UNHCR conducts refugee status determination under its mandate. Due to a variety of factors, the number of new asylum-seekers in the Caribbean has risen considerably over the past two years, motivating the need for increased protection and programmatic support.

Duties and Responsibilities:
- Conduct registration 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 in proGres;
- 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.

Education:
- Completion of Secondary education courses/training/certificate in Social Science, International Law or related field.

Work Experience:
- Minimum of 4 years of relevant administrative experience in the areas of relevant to the function.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of automated procurement systems, experience in handling web-based management systems.

Key Competencies:
- Computer skills (in MS office);
- Training in basic principles of international protection;
- Fluency in English and working knowledge of another relevant UN language or local language (Spanish strongly preferred);
- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position;

- Knowledge of UNHCR specific programmes (proGres);
- Prior exposure to UNHCR refugee operations.

Application deadline: 29 December 2017 by close of business, 5 p.m. (Washington DC time).

Receipt of application will not be acknowledged and only short-listed candidates will be contacted for interview. Interested candidates meeting the above requirements are requested to submit 1) UNHCR Personnel History Form available: www.unhcr.org/recruit/unhcr-phf.docm if needed extra space, please also use Supplementary Sheet available: www.unhcr.org/recruit/unhcr-phf-sup.docm along with 2) a letter of motivation by e-mail to usawaadm@unhcr.org quoting "Registration Assistant – UNOPS" in the subject line of the email.

Late or incomplete application will not be accepted.

Please no phone calls.