



# UNHCR

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



## UNHCR REPRESENTATION IN INDONESIA INTERNAL/EXTERNAL VACANCY NOTICE

**No. 19/INSJA/002- UNOPS**

**Functional Title** : Registration Assistant  
**Category & Level** : UNOPS, Individual Contract Agreement, LICA-4 Level  
**Duty Station** : Jakarta, Indonesia  
**Entry on Duty** : 01 March 2019  
**Duration** : Initially to 31 December 2019 with possibility of extension  
**Annual Salary** : Starting from IDR 140.671.000  
**Closing Date** : 13 February 2019

### **Duties and Responsibilities**

Under the direct supervision of the Senior Protection Assistant and the overall supervision of the Refugee Status Determination (RSD) Officer and Senior Protection Officer, the incumbent will perform the following duties:

- 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.

### **Qualifications/Requirements**

**Education:** Completion of secondary education preferably with post-secondary training or certificate in social science, statistics, mathematics, information technology or related fields.

**Experience:** Minimum 5 years of relevant job experience (3 years with post-secondary certificate/training)

**Nationality:** Citizen of Indonesia; non-citizen with Indonesian permanent residence.

**Languages:** Excellent knowledge of English and Bahasa Indonesia (written and oral) essential; knowledge of other UN languages is an asset.

**Cross – Functional Competencies:** Analytical Thinking; Technological Awareness; Planning and Organizing

**Desirable Skills:** Good written and oral communication skills; computer literacy; Knowledge of refugee and human rights law; Client and results orientation, commitment to protect refugees and willingness to cooperate with counterparts. Experience of working with refugees is desirable.

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Candidates who wish to be considered for this vacancy should send their motivation letter, CV and **signed** Personal History/P.11 form (available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)), to **UNHCR Indonesia** at:

**Menara Ravindo Lt. 14, Jl. Kebon Sirih Kav. 75, Jakarta 10340**

**Or via email to [INSJAHR@unhcr.org](mailto:INSJAHR@unhcr.org)**

**DEADLINE FOR APPLICATIONS: 13 February 2019**

**IMPORTANT:** Candidates must indicate the **post title and vacancy number** on the envelope or subject of the email.

**Applications from both genders and persons with disabilities are encouraged to apply.**

**Late applications will not be considered.**

**Only those short-listed for tests will be notified.**

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**Jakarta, 30 January 2019**