

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
VACANCY ANNOUNCEMENT
Vacancy Notice No. BRABR/2019/089**

Title of Post	Registration Intern (two vacancies)	Category/grade	Internship
Location	Boa Vista, Brazil	Date of Issue	October 24, 2019
Expected starting date	December 16, 2019	Closing Date	November 07, 2019
Duration	06 months *renewable for an additional 2 months		

Vacancy

The Registration Intern provides assistance to the immediate supervisor and/or the Office as a whole. The incumbent is normally supervised by the Registration Officer or Associate. S/he receives regular guidance and instructions from the supervisor on procedural aspects of the work. As per specific instructions, the incumbent may require liaising with other internal or external entities, to ensure effective delivery of services and achievement of objectives.

The United Nations High Commissioner for Refugees (UNHCR) is looking for university under-graduate students interested in an internship at its Registration Unit in Boa Vista, Brazil.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to diversity and welcomes applications from all qualified candidates without distinction on the grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. All applications will be treated with the strictest confidentiality.

Description of duties:

Under the supervision of the Registration Associate, the intern will perform the following activities:

- 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;
- Assist in preparation of regular population data reports;
- Act as interpreter and translator when needed;
- Perform other related duties as required.

Essential Minimum Qualifications and Experience:

- Be a recent graduate¹ or current student in a graduate/undergraduate school programme from a university or higher education facility accredited;
- Completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization;
- Computer skills: MS office, including Excel, Word and PowerPoint, and Internet. Knowledge of Power BI and/or other data visualization software is an asset;
- Language skills: Fluency in Portuguese (oral and written). Advanced knowledge in English (oral and written).

Desirable Qualifications & Competencies:

- Post-secondary training or certificate in social science, statistics, mathematics, information technology or related fields.
- Working knowledge in Spanish (oral) and/or Haitian Creole (oral) is an asset.

Competencies:

- Analytical thinking;
- Technology Awareness;
- Planning and Organizing;
- Training in basic principles of international protection (desirable);
- Experience in working with UNHCR PRIMES tools (desirable).

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **letter of motivation and signed Personal History Form to brabrhr@unhcr.org by November 7, 2019, with the subject line “BRABR/2019/089 - Registration Intern”**. Application files must be named with the candidate’s full name, e.g. “NAME, LAST NAME – PHF”.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

Disclaimer:

The work unit will provide interns a Food and Local Transportation Allowance, which will be the equivalent of 10% of the Daily Subsistence Allowance (DSA) of the duty station and be based on 30 calendar days, paid in local currency.

There are two full-time position available: 37, 5 hours per week, from Monday to Friday. At the end, the intern will receive a Certificate of Internship upon satisfactory conclusion of the assignment and having completed the UNHCR mandatory e-Trainings.

¹ Recent graduates are to be considered those persons who completed their studies within one year of applying for an internship with UNHCR.