

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. BRABR/2019/088**

Title of Post	Registration Assistant	Location	Boa Vista, Brazil
Contract type	UNOPS Individual Contractor	Level	LICA 4
Opening date	18 October 2019	Closing Date	27 October 2019
This vacancy is initially until December 31, 2019 with the possibility of extension subject to satisfactory performance and budgetary availability.			

Operational 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:

Accountability

- 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.

Responsibility

- 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.

Authority

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

Essential Minimum Qualifications and Experience:

- Completion of secondary education preferably with post-secondary training or certificate in social science, statistics, mathematics, information technology or related fields.
- Minimum 4 years of relevant job experience.
- Good computer skills.
- Excellent knowledge of English and local language.

Desirable Qualifications & Competencies:

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

Required Competencies:

- Analytical Thinking
- Technological Awareness
- Planning and Organizing

Eligibility:

Candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

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 27 October 2019, with the subject line “BRABR/2019/088 Registration Assistant, FO Boa Vista”**. 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).

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.