



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/014 - UNOPS

Functional Title	: Registration Assistant
Category & Level	: UNOPS, Individual Contract Agreement, LICA-4 Level
Duty Station	: Jakarta, Indonesia
Entry on Duty	: 01 March 2020
Duration	: until 31 December 2020 (Possibility of extension subject to availability of fund)
Annual Salary	: Starting from IDR 140.671.000
Closing Date	: 29 December 2019



Duties and Responsibilities

Under the direct supervision of the Senior Protection Assistant/Registration Associate and the overall supervision of the Refugee Status Determination (RSD) Officer and Senior Protection Officer, the incumbent will perform the following duties in his/her area of responsibility:

1. Conduct registration interviews and merged registration-RSD assessment in accordance with local procedures and registration standards.
2. Support the RSD team by ensuring that files are prepared and asylum claims have been translated.
3. Assist with the issuance of notifications of the results of RSD interviews.
4. Respond to queries from asylum-seekers and refugees regarding UNHCR's registration procedures and their rights and entitlements.
5. Maintain accurate and up-to-date records and data related to all individual registration cases.
6. Identify persons with specific needs and ensure timely referral for protection follow-up as required.
7. Collaborate with protection staff and/or partners in the delivery of assistance and programming, including provision of identity and entitlement documentation.
8. Act as interpreter and translator when needed.
9. Perform other related duties as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

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

Accountability (*key results that will be achieved*)

- 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.

Qualifications/Requirements:

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

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

Experience: Minimum 5 years of relevant job experience (3 years with post-secondary certificate/training). Experience working in a multi-cultural environment or international context is an asset.

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

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

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; training in basic principles of international protection; experience in working with UNHCR proGres software; knowledge of another relevant UN language. Experience of working with refugees is desirable.

Working Relationships

- (i) Within UNHCR involving the exchange of a wide range of information;
- (ii) With external parties: Persons of concern, NGOs, local authorities, etc.

Supervision Exercised and Guidance Given

On-the-job training will be provided to the successful candidate.

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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 <http://www.unhcr.org/id/en/job-opportunities>), to UNHCR Indonesia at:

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

Or via email to INSJAHR@unhcr.org

DEADLINE FOR APPLICATIONS: 29 December 2019

IMPORTANT: Candidates must indicate the **post title** on the envelope or subject of the email.
Applications of all 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, 13 December 2019