

**United Nations High Commissioner for Refugees (UNHCR)  
Representation in Thailand**

**Vacancy Announcement No. 30/2020  
Internal/External Circulation**

<b>Position Title:</b> Registration Intern	<b>Post Level:</b> -	<b>Date Issued of the Vacancy Announcement:</b> 1 October 2020
<b>Post No.:</b> -	<b>Report To:</b> Associate Operational Data Management Officer in coordination with RSD Officer	<b>Closing Date of the Vacancy Announcement:</b> 14 October 2020
<b>Section:</b> Protection Unit	<b>Duty Station:</b> Bangkok, Thailand	<b>Contractual Status:</b> Internship

**Duration of the internship:** **Minimum period of 2 months and until 31 December 2020**

**Background Information/Organization Context**

Thailand is not a signatory to the 1951 Convention/1967 Protocol relating to the Status of Refugees and currently there is no domestic national framework for asylum and protection of refugees. Consequently, UNHCR, under its mandate, conducts Registration and refugee status determination. To that end, the Registration Intern will be expected to support all Registration activities for the urban population.

In a critical development, at the end of 2019, the Royal Thai Government (RTG) approved the establishment of a national screening mechanism to distinguish people who need international protection from economic migrants. To prepare for the Royal Thai Government (RTG)'s upcoming implementation of a regulatory framework and national mechanism, the Registration Intern will also support UNHCR Thailand's work to facilitate a smooth assumption of responsibilities by the RTG, including by translating documents from English into Thai and vice versa and conducting support capacity building activities.

**Duties and Responsibilities**

1. To assist Staff to update the information concerning documents issued, protection interview, assistance, counseling into the database system.
2. To assist Staff in preparing, arranging, updating and locating Individual Case physical file.
3. To assist Staff to organize and coordinate with interpreters in the team in terms of interview scheduling, translation of claim, transcription of protection/RSD interview.
4. To collect registration related information and assist Staff to prepare daily/weekly/monthly summary report.
5. To assist Staff to receive Refugee/Asylum seekers phone calls, provide basic counseling through the phone and record these phone call into the database system.

6. To assist staff to receive Refugees/ Asylum Seekers at the UNESCAP Reception and or the Bangkok Refugee Center, as the case may be, and record their arrival in the register.
7. To perform other duties as assigned by the supervisor

### **Qualification Requirements**

**Education and Skills:** University degree in Computer Science, Law (LLB, LLM), Political Science, Social Science or any related field.

**Experience:** Previous experience in working with people from different cultural and social backgrounds is an advantage.

**Languages:** Excellent knowledge of English and Thai (drafting and oral skills). Knowledge of other UN language is desirable.

### **Eligibility**

In order to be considered for an internship, candidates must meet the following eligibility criteria:

- Recent graduate (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
- Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.

An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

### **Benefits and Allowance**

An internship will initially be granted for a minimum period of two months and may be extended up to six months provided that the eligibility criteria continue to be met.

Interns who do not receive financial support from an outside party will receive an allowance to partially help to cover the cost of food, local transportation and living expenses. The benefits that the intern will receive are annual leave of 1.5 days per month and food & transportation allowance will be provided based on 30 calendar days.

### **How to Apply**

Please submit your Motivation Letter, P.11 form, Curriculum Vitae and a copy of official ID card/national passport indicating the vacancy announcement number and position title to: [THABAHR@unhcr.org](mailto:THABAHR@unhcr.org)

Only candidates under positive consideration will be contacted for a written test and/or interview.

UNHCR/P.11 and supplementary forms can be downloaded from:

[https://www.unhcr.or.th/sites/default/files/u11/P11\\_UNHCR.docm](https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm) and  
[https://www.unhcr.or.th/sites/default/files/u11/P11SUP\\_UNHCR.docm](https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm)

**Distribution:**

- All UNHCR staff members in Thailand
- UN organizations in Thailand
- Specialized Agencies
- Diplomatic Missions
- International NGOs
- Non-government Organizations
- Embassies