

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

**Vacancy Announcement No. 21/2022
Internal/External Circulation**

Position Title: Registration/Data Management Assistant	Post Level: LICA4	Date Issued of the Vacancy Announcement: 9 June 2022
Section: Protection -	Report To: Associate Operational Data Management Officer	Closing Date of the Vacancy Announcement: 27 June 2022
<u>Availability of the Post :</u> As soon as possible until 31 December 2022	Duty Station: Bangkok, Thailand	Contractual Status: Local Individual Contractor Agreement (UNOPS)

1. General Background

The Registration/Data Management Assistant is a member of a registration unit. Thailand is not a party to the 1951 Refugee Convention and currently has no national legal framework for addressing refugee status or protection. Accordingly, at present UNHCR conducts mandate Refugee Status Determination (RSD) for its urban refugee population, although the Royal Thai Government (RTG) has committed to creating a regulatory framework for addressing refugee status and protection issues. As such, UNHCR conducts mandate Refugee Status Determination (RSD) for its urban refugee population, although the Royal Thai Government (RTG) has committed to creating a regulatory framework for addressing refugee status and protection issues. As such, UNHCR Bangkok is responsible for processing claims of asylum seekers in the urban area. The Registration/Data Management Assistant is the first point of contact and is responsible for collecting applications, making appointments, registering profiles and obtaining biographic and biometric data and entering it into the UNHCR Database.

Furthermore, the Registration/Data Management Assistant is also responsible for keeping information and documents up-to-date, including issuing Identification cards for asylum seekers and refugees. The Registration/Data Management Assistant may also be tasked with capacity building.

2. Purpose and Scope of Assignment

Under the supervision of the Associate Operational Data Management Officer, the incumbent is expected to:

1. Register all asylum seekers who approach the Office and enter individual data and biometrics into proGres Database and Biometric Identification Management Systems (BIMS);
2. Identify cases with specific needs in need of prioritization (i.e. medical, security, unaccompanied minors and vulnerable women) at the registration stage, ensure translation of documents and refer to staff members for acceleration;
3. Responsible for referring asylum seekers/ refugees who are in need of medical, social, legal advice and financial assistance for review/ approval;

4. Assist in operating the Document Translation Tracking and Electronic Filing System;
5. Assist in RSD Decision Notification for both positive and negative decisions;
6. Assist in file management;
7. Issue Identification cards for asylum seekers and refugees;
8. Assist the Senior Protection Assistant in the coordination and activities at the Reception Centre;
9. Assist in the preparation of monthly RSD statistics on issues and developments involving protection for the Protection/RSD Officer with an analysis on how to ensure effective protection/solution;
10. Conduct registration updates on a regular basis in refugee camps and coordinate with Royal Thai Government at the district level to ensure consistency of refugee data.
11. Prepare letters to/from the Royal Thai Government and act as an interpreter and translator from Thai to English or English to Thai when needed;
12. Assist in capacity building of government counterparts as instructed by supervisor.
13. To perform other tasks as assigned by supervisor.

3. Monitoring and Progress Controls

Staff member performance will be monitored by the number of registration interviews conducted, biometrics obtained, number of ID Cards Issued and number of decisions notified.

4. Qualifications and Experience

- Bachelor's degree in any related field. Conversant with computer software, specifically electronic database programs; advanced data analytical and word processing skills, highly desirable.
- Prior training and demonstrated experience in records management, preferably file management desirable.

5. Key Competencies

- Works well under pressure;
- Flexible with regards to working hours and disruptive work patterns;
- General understanding of data management;
- Good inter-personnel communication skills;
- Highly accurate with good attention to detail;
- Excellent English and Thai language skills.

Submission of Applications:

Please submit your Motivation Letter, duly signed P.11 form, Curriculum Vitae and a copy of official ID card/national passport clearly stating the position title, vacancy notice number and your Last Name in the subject line to: THABAHR@unhcr.org by the closing date.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

According to UNHCR Administrative Instruction on COVID-19 Vaccination and related Safety Measures, candidate(s) selected for the position will be requested to provide proof of COVID vaccination during the medical clearance process. Failure to provide an acceptable proof of COVID vaccination may disqualify the candidate from being appointed to the position.

P.11 form can be downloaded from:

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

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 achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

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