Female candidates are strongly encouraged to apply.

The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) invites qualified candidates to apply for the following vacancy:

**Functionality & Grade:** Registration Assistant / LICA4

**Vacancy Code:** VN/DOH/UNOPS/2020/003

**Contractual Status:** UNOPS Assignment - Local Support

**Date of Issue:** 10 March 2020

**Contract Duration:** Four (4) months (Possible extension)

**Deadline for Applications:** 24 March 2020

**Duty Station:** Dohuk (Domiz I), Iraq

**Operational Context**

This position is created as a part of transfer of all registration and related activities in Iraq under the UNHCR direct implementation as one of the key functions of refugee protection. Iraq currently hosts nearly 290,000 and 97% of them reside in KRI. The protection environment for Syrian refugees in the KRI remains favorable throughout the Syrian refugee response in Iraq. The requested UNOPS position will be conducting registration activities for more than 85,000 asylum seekers/refugees or persons of concern (PoCs) in Duhok Governorate. The incumbent will support the effective and efficient processing of PoCs, both in and out-of-camp locations, who will approach UNHCR for new registration, renewal of registration documentation and other registration related activities.

The Registration Assistant is an integral member of the Registration Team at Domiz I Refugee Camp. S/He may be required to travel on rotation basis to other registration centres such as Domiz II, Gawilan, Akre and join the Outreach Registration Team. S/He shall be responsible for supporting all activities related to registration, including data entry and other functions related to reception, filing, data management, etc. The incumbent provides counselling and responds to queries from PoCs regarding UNHCR’s registration procedures and their rights and entitlements. S/he liaises closely with protection staff and partners to ensure timely identification and referral of PoCs for protection follow up. S/He will assist in compiling and analyzing information related to registration activities in the operation.

The incumbent will undertake the following responsibilities under the direct supervision of the Protection Officer at UNHCR Sub Office Dohuk.

**Functional Statement**

**Accountability:**

- Implement UNHCR’s Registration SOP, relevant UNHCR standards and policies.
- PoCs have fair and transparent access to registration procedures.
- Counselling PoCs in accordance with UNHCR policies and standards on registration and documentation related matters;
- Identification of vulnerable PoCs and referral to other units within the office and/or implementing partners in an accurate and timely manner
- Refer POCs to the relevant protection services.

**Responsibility:**

- Contribute to the implementation of registration strategy in Iraq ensuring access to registration and documentation for the refugees and asylum seekers;
- Conduct registration interviews when in accordance with registration standards, SOPs and ProGres V4 guidance.
- Provide counselling and respond to queries from PoCs regarding UNHCR’s registration procedures and their rights and entitlements.
- Maintain accurate and up-to-date data related to all individual registration cases. Identify persons with specific needs and ensure timely referral to protection follow-up.
- Collaborate with protection staff and/or partners regarding the delivery of assistance and programming, including provision of identity and entitlement documentation.
- Refer cases to other units within the office and to implementing partners as necessary.
- Assist in drafting relevant correspondence, reports including statistical data on registration.
- Support with Kurdish/Arabic/English translation services if needed;
- Perform other related duties as required.
REQUIRED COMPETENCIES

- Analytical Thinking
- Technological Awareness.
- Planning and Organizing.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Completion of the Secondary Education with post-secondary training/certificate in Social science, Statistics, Mathematics, Information Technology, or related fields.
- Minimum 3 years of relevant job experience.
- Good computer skills, particularly in data management.
- Excellent knowledge of English, Kurdish and Arabic.

DESIRABLE QUALIFICATIONS & COMPETENCIES

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

Interested eligible applicants should apply through the provided link https://www.unhcr.org/iraq-jobs, attaching the New Personal History Form with a covering letter in English explaining their interest in the positions.
Kindly note that only electronic applications submitted through the website will be considered.
Please note that longlisted candidates maybe requested to sit for a written test. Only short-listed applicants will be contacted, and engagement is needed immediately.