UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
Iraq Operation
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. Vacancy Notice No. IRQ/ERB/UNOPS/2021/002

Female candidates are strongly encouraged to apply

<table>
<thead>
<tr>
<th>Title of Post</th>
<th>Registration Assistant (2 Positions)</th>
<th>Category/grade</th>
<th>Local Individual Contractor, LICA-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Number</td>
<td>Not Applicable.</td>
<td>Type of contract</td>
<td>UNOPS</td>
</tr>
<tr>
<td>Location</td>
<td>Erbil, Iraq</td>
<td>Date of Issue</td>
<td>18 February 2021</td>
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<tr>
<td>Effective date of</td>
<td>As soon as possible</td>
<td>Closing Date</td>
<td>04 March 2021</td>
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<td>assignment</td>
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ORGANIZATIONAL SETTING, WORK RELATIONSHIPS, and OPERATIONAL CONTEXT:

The Registration Assistant is a member of the registration team and is supervised by a more senior colleague who normally reports directly to the Registration Officer. The incumbent is responsible for supporting all activities related to registration, which may also include functions related to reception, filing and data management. S/he 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 and may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

The requested UNOPS position will be conducting the registration activities for asylum seekers and refugees in Erbil area. The position will process both urban and camp caseloads that approach as new arrivals or to renew registration documentations. The Registration Assistant may assist in compiling and analysing information related to registration activities in the operation. The position will require direct engagement with persons of concern (refugees and asylum seekers) daily. Strong interviewing and counselling skills with a client orientation, as well as sensitivity and confidentiality of information to be respected.

Duties:
- 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.
- Refer cases to other units within the office and to implementing partners as necessary.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS:

Education & Professional Work Experience:

Years of Experience / Degree Level:
- 1 year relevant experience with High School Diploma or Bachelor or equivalent or higher.

Certificates and/or Licenses:
- Social sciences
- Statistics
- Mathematics
- Information technology
Relevant Job Experience

Desirable
Experience in working with UNHCR ProGres software.

Functional Skills:
- *IT-Computer literacy

Language Requirements:
- Knowledge of English, Kurdish, and Arabic languages.

COMPETENCY REQUIREMENTS:

Core Competencies:
- Accountability.
- Communication.
- Organizational Awareness.
- Teamwork & Collaboration.
- Commitment to Continuous Learning.
- Client & Result Orientation.

Cross-Functional Competencies:
- Analytical Thinking
- Technological Awareness
- Planning and Organizing

Eligibility:

All 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.

Remuneration:

A competitive compensation and benefits package are offered.

Submission of Applications:

If you wish to be considered for this vacancy, please submit your letter of motivation, updated / signed Personal History Form through the online portal at https://www.unhcr.org/iraq-jobs/.

The Personal History Form and its supplementary sheet can also be downloaded from the portal. No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates will/may be required to sit for a written test and oral interview. Please note that UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, training or any other fees).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, color, sex, national origin, age, religion, disability, sexual orientation and gender identity.

Refugees – who cares? We Do