

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

Functional Title & Grade: Senior Registration Assistant / LICA4
Contractual Status: Local - LICA 4 (UNOPs)
Duration of the Contract: 6 months
Duty Station: Dohuk - Iraq

Date of Issue: 21 February 2017

Deadline for applications: 28 February 2017

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

OPERATIONAL CONTEXT

The incumbent will be directly supervised by a Resettlement Expert. He/she may also work in coordination with the Refugee protection team.

The incumbent will not be involved in decision-making, but will be essential in the recording of information related to UNHCR's persons of concern, as well as identifying specific needs and vulnerabilities. Inaccurate recording of data may jeopardize these persons' access to durable solutions and other essential services. Failure to adhere to confidentiality guidelines could expose persons of concern to harm, damage UNHCR's relationship with persons of concern, and jeopardize future access to durable solutions for other persons of concern.

The future incumbent of the position s/he will:

- Assist in the registration process for persons of concern.
- Assist in monitoring the situation of persons of concern, including movements in and outside of camps.
- Update database for registration.
- Provide statistics and data analysis as required.
- Draft routine correspondence and reports.
- Act as interpreter and translator when needed.
- Perform other related duties as required.

The incumbent will undertake the following responsibilities under the direct supervision of the Resettlement Expert in SO Dohuk

FUNCTIONAL STATEMENT.

Accountability:

- 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.

Responsibility

- 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.
- Perform other related duties as required.

Authority

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

REQUIRED COMPETENCIES

- Analytical Thinking
- Technological Awareness
- Planning and Organizing.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Completion of secondary education preferably with post-secondary training or certificate in social science, statistics, mathematics, information technology or related fields

- Minimum 5 years of relevant job experience (3 years with post-secondary certificate/training).
- Good computer skills.

LANGUAGE:

Excellent knowledge of English and fluency in Arabic and Kurdish (written/oral/comprehension).

DESIRABLE QUALIFICATIONS & COMPETENCIES:

- Translation Skills.
- IT skills including word processing and typing skills in English and Arabic. Strong technical skills particularly with respect to data management and data base.
- Strong communication skills.
- Attention to detail.
- Ability to work patiently with people from different backgrounds.
- Good knowledge of ProGres (UNHCR database for registration of refugees, returnees, and displaced persons).
- Previous experience in the UN/UNHCR.
- Experience in managing programme related standards and indicators.
- Training on data analysis particularly in using registration data such as in ProGres.
- Completion of UNHCR learning programmes or specific training relevant to functions of this position.
- Previous experience working with refugees.
- Highly motivated with a strong interest in humanitarian work.
- Dynamic, energetic, and able to manage work pressure.
- Adaptable, flexible, and able to work well as part of a team.

Interested applicants should forward the UN history form (P-11) with a covering letter in English explaining their interest in the position to:
e-mail: irqerbad@unhcr.org

Please indicate the post title you are applying for in the subject.

Please note that shortlisted candidates maybe requested to set for a written test.

Only short-listed applicants will be contacted, and engagement is needed immediately.