

FEMALE CANDIDATES ARE STRONGLY ENCOURAGES TO APPLY

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 GL5**
Duty Station: **Baghdad- Iraq**
Position Number: **10019998**

Vacancy Tracking No.: **IRQ/BGD/2019/INT-EXT/007**
Date of Issue: **08 July 2019**
Deadline for applications: **21 July 2019**

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

The incumbent will undertake the following responsibilities under the direct supervision of the Protection Officer in Baghdad.

ORGANIZATIONAL CONTEXT:

The Senior Registration Assistant is a member of the Registration team. The Senior Registration Assistant is responsible for supporting all activities related to registration, which may also include functions related to reception, filing and data management. The incumbent provides counselling to, and responds to queries from, asylum seekers and refugees 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 persons of concern for protection follow up. The Senior Registration Assistant may assist in compiling and analyzing information related to registration activities in the operation. The Senior Registration Assistant may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

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

- Assist in the implementation of registration strategies and methodologies for populations of concern.
- Conduct registration interviews when required in accordance with registration standards, operating procedures and guidance.
- Provide counselling to, and responds 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.
- Draft correspondence and reports relating to registration activities in the operation, when required
- Provide statistics and draft reports related to registration data, as requested.
- 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.
- Draft and submit reports and statistics related to registration.

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 5 years of relevant job experience.
- Good computer skills, particularly in data management. This should include previous experience working with large databases and data sets.

LANGUAGE:

- Excellent knowledge of English and local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES:

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

Interested 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 position.
Kindly note that only electronic applications submitted through the website will be considered.
Female candidates are strongly encouraged to apply.
Please note that long-listed candidates may be requested to sit for a written test.
Only short-listed applicants will be contacted, and engagement is needed immediately.