

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No: 03/2021

Title of Post	Senior Registration Assistant	Category/grade	LICA 5
Contract duration	Up to 31 December 2021, with possibility of renewal	Type of contract	UNOPS
Location/Unit	Rabat, Morocco/ RSD Unit	Date of Issue	20 January 2021
Effective date of assignment	February 2021	Closing Date	3 February 2021

Organizational Setting and Work Relationships

The Senior Registration Assistant is a member of the Registration team. 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 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 (POC) for protection follow up. The Senior Registration Assistant may assist in compiling and analysing information related to registration activities in the Operation. The incumbent may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties

- Assist in the implementation of registration strategies and methodologies for POC.
- Conduct registration interviews when required in accordance with registration standards 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.

- Refer cases to other units within the office and to implementing partners as necessary.
- Draft and submit reports and statistics related to registration.
- Perform other related duties as required.

Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

2 years relevant experience with High School Diploma; or 1-year relevant work experience with Bachelor or equivalent or higher

Certificates and/or Licenses

- Social Science
- Statistics
- Mathematics
- Information Technology

Relevant Job Experience

Essential

Good computer skills, particularly in data management.

Desirable

Training in basic principles of international protection. Experience in working with UNHCR proGres software.

Functional Skills

*DM-Data Management / ***Essential***

*IT-Computer literacy / ***Essential***

MS-Data Collection and Analysis

IT-IT Refugee Systems & Applications

PG-Programme Management (project formulation, programme cycles and reporting standards)

TR-Training/Coaching/Facilitation

EX-Experience in international organization (United Nations or similar)

PR-Experience in Registration

Language Requirements

Knowledge of French and English and

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

The position is open for nationals and foreigners who are legally present in Morocco.

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **completed and signed PHF, the letter of motivation and the copies of your diplomas by e-mail clearly stating the position title, vacancy notice number and your Last Name in the subject line to: morrajob@unhcr.org by the closing date.**

The Personal History Form (PHF) and its supplementary sheet is attached.

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.

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