



JOB TITLE: Registration Assistant

Locations: Kasulu, Tanzania

Time type: Full time

Job requisition id: JR2203293

Hardship Level (not applicable for home-based): D

Family Type (not applicable for home-based): Family

Staff Member / Affiliate Type: UNOPS LICA3

Target Start Date: 2023-03-01-08:00

Job Posting End Date: November 22, 2022

Terms of Reference

- Minimum 2 years of relevant job experience.
- Training in basic principles of international protection.
- Experience in working with UNHCR proGres software
- Good computer skills, particularly in data management.

Functional Skills.

- DM-Data Management
- IT-Computer literacy
- MS-Data Collection and Analysis
- IT-IT Refugee Systems & Applications
- TR-Training/Coaching/Facilitation

- EX-Experience in international organization (United Nations or similar)
- PR-Experience in Registration
- Excellent knowledge of English

Standard Job Description

Registration Assistant Organizational Setting and Work Relationships 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. 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 - 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 G4 - 1 year relevant experience with High School Diploma; or Bachelor or equivalent or higher Field(s) of Education Not applicable. Certificates and/or Licenses Social Sciences; Statistics; Mathematics; Information Technology; HCR Protection Lrng Prog; (Certificates and Licenses marked with an asterisk* are essential) Relevant Job Experience Essential Not specified. Desirable Experience in working with UNHCR proGres software. Functional Skills IT-Computer Literacy; (Functional Skills marked with an asterisk* are essential) Language Requirements For International Professional and

Field Service jobs: Knowledge of English and UN working language of the duty station if not English. For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language. For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English. All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination and abuse of power. As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise. This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

Required Languages

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Desired Languages

Additional Qualifications

Skills

Education

Certifications

HCR Protection Learning Program - UNHCR, Information Technology - Other, Mathematics - Other, Social Sciences - Other, Statistics - Other

Work Experience

Other information

Female Candidates are encouraged to apply for the position. This position doesn't require a functional clearance

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