



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR Representation in China

Vacancy Announcement

Office of the United Nations High Commissioner for Refugees (UNHCR) invites applications for the below post.

Functional Title : Registration Associate
Position No. : 10030005
Contract/Grade : Fixed Term Appointment, G6
Duty Station : Beijing, China
Section/Unit : Protection
Entry on Duty : 01 January 2019
Duration : One year (extendable subject to satisfactory performance and availability of funds)

Application closing date: 19 November 2018

1. General Background

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to provide protection (including assistance) and seek durable solutions for millions of refugees around the world. In the People's Republic of China, UNHCR registers and conducts refugee status determination for those seeking asylum, working to help refugees find solutions to their situations. UNHCR is involved with ensuring support for the protection of refugees, and works with Government authorities to build domestic capacity. In addition, it has a specific mandate for the prevention and addressing situations of statelessness.

2. Organizational Context

The Registration Associate is a member of the Registration team and is normally supervised by the Registration Officer. The Registration Associate is responsible for supporting all activities related to registration, and with ensuring that registration is effectively used for the identification of specific protection needs, for the management of operations, and for the achievement of durable solutions.



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Depending on the size and structure of the Office, the Registration Associate may provide day-to-day supervision, direction and support to UNHCR staff engaged in registration and related activities (including Reception, Filing and Data Management staff), and monitors the efficiency and quality of registration processes, identity and entitlement documentation activities and population data management. The Registration Associate collaborates closely with Protection, Programme, Operational Data Management and Information Management colleagues as well as with Government authorities and partners on the provision of quality population data for the delivery of registration activities.

3. Responsibility

- Assist in the implementation of registration strategies and methodologies for populations of concern.
- Assist in the supervision and daily running of registration team activities, where required.
- 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 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.
- Perform other related duties as required.

4. Essential Minimum Qualifications and Professional Experience Required

- Completion of Secondary School with post-secondary training/certificate in social sciences, statistics, mathematics, information technology, or related fields.
- Minimum 6 years of relevant professional job experience.
- Good computer skills, particularly in data management.
- Excellent knowledge of English and the local language.

5. Desirable qualifications and competencies

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



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Applicants who wish to be considered for this vacancy should send their (i) Letter of Motivation, (ii) CV, and (iii) signed Personal History Form (available at http://www.unhcr.org/hk/wp-content/uploads/sites/13/2017/10/UNHCR_Personal_History_Form_October-2017.zip) by email to chibe@unhcr.org with subject “Registration Associate G6 (Post No. 10030005)” no later than 19 November 2018.

Note:

- 1) Incomplete applications will not be considered.**
- 2) Only those short-listed for interviews will be notified and invited for written test and interview.**