

**United Nations High Commissioner for Refugees (UNHCR)
Branch Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/ 2019/17
Internal/ External Circulation**

Position Title: Registration Assistant	Position Level: G4	Date Issued: 07/03/2019
Positions No.: NA	Report To: Protection Officer	Closing Date: 21/03/2019
Section/ Unit: Sub-Office Qamishli	Duty Stations: Qamishli	Contractual Status: Temporary Appointment

Availability of the Post: Immediately

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.

Duties and Responsibilities:

- 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.

Qualification Required

Education and Skills:

- Education: Completion of secondary education preferably with post-secondary training or certificate in social science, statistics, mathematics, information technology or related fields.
- Good computer skills.

Experience:

- Job experience: Minimum 5 years of relevant job experience (3 years with post-secondary certificate/training).

Languages:

- Fluency in English and Arabic.

Desirable Qualification

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

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2019/17, Registration Assistant, Qamishli**

All applications must be submitted by e-mail to: SYRDAHUMANRES@unhcr.org indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/p11new.doc>

Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.

Distribution:

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