



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 : Immediately
Duration : One year (extendable subject to satisfactory performance and availability of funds)

Application closing date: 12 July 2021

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 Protection team and is under the overall supervision of the Senior Protection Officer. He/she is responsible for supporting all activities related to registration, and with ensuring that registration is effectively used for the identification of specific protection needs and for the achievement of durable solutions.

The Registration Associate provides day-to-day supervision, direction and support to UNHCR staff engaged in registration and related activities 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 and Programme colleagues as well as with Government authorities on the provision of quality population data for the delivery of registration activities.



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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.
- In consultation with the supervisor, make decisions related to the day-to-day operations of the registration unit and devise registration procedures which are efficient and effective.
- Draft and submit reports and statistics related to registration.
- Perform other related duties as required.

4. Essential Minimum Qualifications and Professional Experience Required

- 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher
- Certificates and/or Licenses: Social sciences, Statistics, Mathematics, Informaton technology
- Essential: Good computer skills, particularly in data management.
- Desirable: Training in basic principles of international protection. Experience in working with UNHCR proGres software.
- Fluency in English and working knowledge of another relvant UN language or local language

5. Functional skills (marked with an asterisk* are essential)

- *DM – Data management



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- MS – Data Collection and Analysis
- *IT – Computer literacy
- IT – IT Refugee Systems & Applications
- CL – 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

6. Competency Requirements

Core competencies

- Accountability, Communication, Organisational Awareness, Teamwork & Collaboration, Commitment to Continuous Learning, Client & Result Orientation

Managerial Competencies

- Not specified.

Cross-Functional Competencies

- Analytical thinking, Technological Awareness, Planning and Organizing

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 **12 July 2021**.

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.**
- 3) UNHCR strongly encourages qualified female applicants to apply for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving**



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workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

- 4) Emails sending from domain @126.com, @163.com and @qq.com will be blocked in UNHCR account.**