



UNHCR

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

Memorandum

UNHCR Representation in Kuala Lumpur

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RE-ADVERTISEMENT

To: All Staff UNHCR and UN Agencies in Kuala Lumpur

From: Thomas Albrecht, Representative
p.p. *A. Pelosi*

File Code: 21/KL/3491

Subject: **INTERNAL/EXTERNAL VACANCY NOTICE (VN/042/21)
SENIOR REGISTRATION ASSISTANT (UNOPS Post)**

Date: 13 January 2022

PART I: Position Details

Title: SENIOR REGISTRATION ASSISTANT

Position No: UNOPS/REG/002/21 (UNOPS Post) (7 posts)

Grade: LICA 5

Language: Fluency in English and Bahasa Malaysia

Effective Date: As soon as possible

Duration: Until 31 December 2022 (with possibility of extension)

Location: UNHCR Office in Kuala Lumpur

Applications: All candidates must have substantial relevant knowledge of the local conditions. Proficiency in English and Bahasa Malaysia. The recruitment process might include written test and/or oral interview for this job opening.

Candidates MUST include completed UNHCR Personal History Form (PHF), without which their candidature will not be reviewed.

Applications should be submitted by email ONLY and to be addressed to m1slu@unhcr.org. Any decision to withdraw an application must be submitted in the same manner.

Subject line should precisely indicate: **POSITION OF SENIOR REGISTRATION ASSISTANT, UNHCR, MALAYSIA.**

Closing Date: 23 January 2022 COB (18.00 Kuala-Lumpur time)

PART II: Position Requirements

Organization 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.

Education & Professional Work Experience

Years of Experience / Degree Level

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

Field(s) of Education

Not applicable.

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

*IT-Computer literacy

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 English and/or UN working language of the duty station if not English.

Competency Requirements

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies

Not specified.

Cross-Functional Competencies

Analytical Thinking

Technological Awareness

Planning and Organizing

Owing to the large volume of applications, only shortlisted candidates will be contacted.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

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.

IMPORTANT: CLOSING DATE FOR RECEIPT OF APPLICATIONS: 22 January 2022

Applications reaching the UNHCR Kuala Lumpur after the closing date will not be accepted.

[UNHCR Malaysia](#)