

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES **INTERNAL/EXTERNAL VACANCY NOTICE**

Title of Position:	Registration Associate
Position No.:	10034316
Category and Level:	General Service, GL-6
Location:	Kuala Lumpur, Malaysia
Effective date:	As soon as possible
Contract type:	Fixed-Term Appointment
Duration:	initially for a period of one year
Date of Issue:	08 June 2022
Closing Date:	21 June 2022

ORGANIZATIONAL SETTING AND WORK RELATIONSHIPS

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.

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.

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.

To find out more information about UNHCR Malaysia, please visit our [website](#).

DUTIES

- 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.

MINIMUM QUALIFICATIONS

Education & Professional Work Experience

Years of Experience / Degree Level

Years of Experience / Degree Level

3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher

Field(s) of Education

Not applicable.

Certificates and/or Licenses

Social work;
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
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

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

ELIGIBILITY

This position is advertised internally and externally, however, **priority consideration will be given to Group 1 (internal) candidates.**

Group 1 Candidates: Current GS staff members holding indefinite or fixed-term appointments in the country and are at the grade, one grade below or above.

Group 2 Candidates: Staff members with Group 2 eligibility status confirmed by HR.

External Candidates: Other applicants not falling into Group 1 or Group 2 eligibility.

Other Requirement

Staff members must serve for a minimum of one year following assignment before being considered eligible to apply for another internally or externally advertised position within the same category. The minimum one-year requirement is waived in respect of staff members whose position is being discontinued/reclassified or whose assignment/appointment through the joint staff/management review body is in a Replacement capacity.

Owing to the large volume of applications, only shortlisted candidates will be contacted. No personal queries on the status of applications will be accommodated.

ADDITIONAL INFORMATION

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.

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.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#) and motivation letter by e-mail with "Your LAST name – VN036/22 Registration Associate G6, Kuala Lumpur (10034316)" in the subject line to: mlsluvn@unhcr.org by 21 June 2022.

Only short-listed candidates will be notified. The recruitment process might include written test and/or oral interview for this job opening. No late applications will be accepted.

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

UNHCR does not sponsor work visa or work permit and applicant who is not a Malaysian national should already have their status confirmed that they are able to secure a work visa at the time of the application.

REMUNERATION

A competitive compensation and benefits package is offered. The monthly net salary is between MYR 4,868 and MYR 6,166 depending on relevant experience. For information on UN salaries, allowances and benefits, please visit the portal of the [Office of HR Management of United Nations](#).