Job Description

Job Details

Job Title	Profile Registration Officer	**Job ID**	12402
Location	Undetermined	**Salary Grade**	
Hardship Level	H	**Family Location Type**	Pending

Duties and Qualifications

Registration Officer Profile

Various Locations

Grade: Junior (P2), Mid (P3) and Senior (P4) Level Positions

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. It is constantly seeking talented, compassionate candidates with high-integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of UNHCR¿s work, it is essential that its workforce has the right mix of skills and qualities to fulfil its mandate.
Registration is an essential tool for protection, for the management of operations, and for the achievement of durable solutions. The Registration Officer plans, coordinates and monitors registration, population data management, and other registration-related activities for populations of concern to UNHCR. His/her work will strengthen and improve the standardized collection of individual data from persons of concern, according to the priorities identified by an operation, and in compliance with its overall protection strategy. Responsibilities also include the analysis and dissemination of aggregate population data, which will inform programme planning, protection interventions and statistical reporting activities.

Responsibilities include:
- Design appropriate registration strategies and approaches for populations of concern in compliance with the protection strategy of the operation, ensuring that registration standards are met and that appropriate methodologies and technologies are implemented;
- Advise and provide technical support to country staff on planned registration activities;
- Plan, implement and monitor registration-related operational projects, to ensure that provision is made for material and human resources to adequately support the process;
- Coordinate registration activities between country and field offices to ensure data quality, standardization and consistency of data management;
- Support the coordination of emergency preparedness and response measures relating to registration liaising with Regional Registration Officers and Headquarters to develop and implement appropriate responses.
- Coordinate and liaise with partners in the planning, implementation, analysis and dissemination of the results of registration activities;
- Develop data sharing agreements in close cooperation with Protection colleagues and the Regional Registration Officer;
- In cooperation with Protection staff; design, implement and monitor referral mechanisms for persons of concern who may require follow-up protection interventions;
- Assist in developing data management approaches and processing methodologies for efficient and accountable delivery of assistance;
- Provide training to UNHCR and partner staff in registration methodologies, technologies and standards, to enable them to conduct registration activities and to manage registration and case related data on a continuous basis;
- Support the country team to establish and strengthen their own capacity and that of government counterparts to manage registration and maintain population information;
- Standardize consolidation and timely dissemination of reports and statistics on persons of concern;
- Document and report on registration activities at the operation (and regional) level, and report on the impact of support interventions to the management of operations.

Minimum Qualifications and Professional Experience Required:

For positions at the P2 level
- Education: Degree in Law, Social Sciences, International Relations, Statistics, Information Technology or other related field.
- Job experience: Minimum 2 years of relevant experience with graduate degree (equivalent of a Master¿s) in population data management, protection, field support activities, 3 years with undergraduate degree (equivalent of a BA/BS). Previous experience in the humanitarian sector, in particular in deep field locations, will be an asset.
- Excellent interpersonal and communication skills, flexibility and organizational skills with strong capacity in multitasking. Demonstrated computer skills, particularly in data management.
- Languages: Proficiency in English is required.

For positions at the P3 level
- Education: Degree in Law, Social Sciences, International Relations, Statistics, Information Technology or other related field.
- Job experience: Minimum 5 years of relevant (international) experience with graduate degree (equivalent of a Master¿s) in population data management, protection, field support activities, 6 years with undergraduate degree (equivalent of a BA/BS). Previous experience in the humanitarian sector, in particular in deep field locations, will be an asset.
- Excellent interpersonal and communication skills, flexibility and organizational skills with strong capacity in multitasking. Demonstrated computer skills, particularly in data management.
- Languages: Proficiency in English is required.

For positions at the P4 level
- Education: Degree in Law, Social Sciences, International Relations, Statistics, Information Technology or other related field with a focus on population census and econometrics.
- Job experience: Minimum 8 years of relevant (international) experience with graduate degree (equivalent of a Master¿s) within humanitarian organizations in process-related managerial functions, protection, field support activities and/or population data management, 9 years with undergraduate degree (equivalent of a BA/BAS).
- Excellent interpersonal and communication skills, flexibility and demonstrated managerial skills in leading and coordinating multi-functional teams. Excellent computer skills, particularly in data management and data dissemination.
- Languages: Proficiency in English and knowledge of a second UN language (Arabic/ Chinese/French/Russian/Spanish) at B2 is required.

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

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