



EXTERNAL VACANCY ANNOUNCEMENT

Position:	REGISTRATION ASSISTANT
Type of Contract:	UNOPS Local Individual Contract Agreement (LICA)
Category:	Level 4
Duty Station:	Brasília, BRAZIL
Start Date:	15 August 2017
Monthly Salary:	BRL 6,463.00

1. GENERAL BACKGROUND

Brazil has experienced an increase in total asylum requests in the past few years, amounting to a growth of almost 3,000% in the past 6 years. The country has become the main recipient of extra territorial asylum claims in the Americas region. UNHCR Brazil works with authorities at Federal, State and Municipal levels, civil society partners, academia and private sector to strengthen the response of the national asylum system to provide comprehensive protection and durable solutions to persons of concern.

Brazil is a signatory of the main international human rights instruments. Brazil is part of 1951 Convention on the Status of Refugees and 1967 Protocol. Brazil enacted the refugee act Law 9.474/97, in effect since 23rd July 1997. The law contains the protection mechanism of the 1951 Convention and 1967 Protocol and incorporates the broader definition of the 1984 Cartagena Declaration the formulation “generalized violation of human rights” which applies to situations of generalized violence and armed conflict.

The majority of refugees in Brazil has an urban profile and is formally granted access to social and economic rights such as health care, education and work, which remains the main challenge to refugee’s self-reliance.

In 2014, Brazil adopted Brazil Declaration and Plan of Action, agreeing to work together to uphold the highest international and regional protection standards, implement innovative solutions for refugees and other displaced people and end the plight of stateless persons throughout the region within a decade. These commitments have become, therefore, the basis of UNHCR’s advocacy strategy in the country.

2. PURPOSE AND SCOPE OF ASSIGNMENT

The Registration Assistant will be responsible for providing technical and training assistance to UNHCR's activities related to registration in Brazil, such as:

- Data management and enhancement of registration capacity, in accordance with the recommendations of the Quality Assurance Initiative process;
- Increased reliability of the database on asylum seekers and refugees;
- Acceleration of the flow of asylum requests, especially in cases considered as a priority;

The Registration Assistant will assist in compiling and analysing information related to Registration activities of the Operation, and in drafting related correspondence and reports. The incumbent will refer to the UNHCR Manual and relevant policy papers concerning the protection of refugees and other persons of concern.

Under the direct supervision of UNHCR's Protection Officer, the Registration Assistant will undertake the following tasks:

- a) Support activities to strengthen Registration procedures and its link with Refugee Status Determination procedures.
- b) Regularly assess training needs of staff engaged in Registration related activities and provide on-going training and coaching on procedural issues.
- c) Assist in developing and maintaining processes to ensure that persons of concern, Government authorities and partners have accurate information on the Registration procedures, including standards, policies and practice.
- d) Compiling and analysing Registration data.
- e) Conduct research, legal analysis and interpretation of the national and international legislation on issues related to registration of refugees.
- f) Support efforts related to the management of current backlog of asylum cases, and support strategies to avoid new backlog.
- g) Contribute to initiatives to enhance national Refugee Status Determination capacities.
- h) Improving the registration worksheet.
- i) Reviewing the current database, to ensure the accuracy of the data.
- j) Development of a tool for generating reports and statistics related to asylum requests.
- l) Elaboration of a tool to identify asylum requests with specific needs.
- m) Perform other duties as required.

3. MONITORING AND PROGRESS CONTROLS

- The Registration capacity of Government authorities and legal partners is progressively improved.
- Improved quality of registration procedure in accordance with recommendations of Quality Asylum Initiative (QAI) Reports.
- Number and quality of training and coaching activities provided.
- Reports on activities and progress presented.

4. ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- University degree in Law, International Relations, or other related fields.
- At least 2 years of relevant work experience in registration procedures, refugee law and refugee status determination procedures.

5. KEY COMPETENCIES

- Fluency in Portuguese and English (oral and written).
- Excellent computer skills (MS office, including Excel, Word and PowerPoint). Advanced knowledge, especially in Excel, assembly and configuration of networks and systems, focused on data management.
- Flexibility and adaptability.

- Demonstrated ability to work with others in a team environment.
 - Experience in supervising and in providing Registration training or coaching, guidance or advice to staff, including UNHCR and government staff.
 - Knowledge of the Ministry of Justice's Data System (SEI) will be considered a strong asset.
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All applications must be submitted in English. Application package include signed P.11 entry form (NAME – P.11) and motivation letter (NAME – Motivation Letter).

Complete application package must be sent to brabrhr@unhcr.org by 24 July 2017, with the subject line “Registration Assistant”.

Applications that do not meet the above specifications will be automatically disqualified.

Kindly note that UNHCR-Brazil does not issue receipt of applications - only shortlisted candidates will be contacted for the next phases of the selection process.