



INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

Position: Registration Clerk
Duty Station: Boa Vista, Brazil
Start Date: Immediate Start
Contract Duration: Until 31 December 2018, with possibility of extension

1. GENERAL BACKGROUND

The deterioration in the security, political and socio economic situation in Venezuela continue to bring thousands of Venezuelans to seek protection in other countries with 99,000 asylum seekers registered from 2014-2017 mostly in Brazil, Costa Rica, Argentina, Mexico, Panama, Peru, Spain and the US while many other have migrated through legal path with different migration status. While there are no reliable figures for the number of Venezuelans in neighbouring countries, estimates range from a few hundred thousand to two million persons.

To step up a response to the ongoing arrival of Venezuelans, UNHCR has strengthened its presence in border areas of neighbouring countries to better provide basic humanitarian assistance including through multi-purpose cash grants, and to support government registration, documentation and RSD processed as advocating for alternative legal pathways with protection safeguards.

In May 2017, UNHCR fielded an advance preparedness mission from its HQ to Brazil, Colombia and Trinidad and Tobago, the three countries bordering Venezuela that have been receiving a constant flow of new arrivals. USD 2.9 million was allocated to respond to the situation from UNHCR's Operational reserve.

UNHCR has established presence in Roraima (Boa Vista) and in Amazonas (Manaus) on 12 June 2017 through the creation of Field Units. The Head of Field Unit is supported by national colleagues in Protection, Administration, Programme, Supply, Shelter Management, SGBV as well as international personnel on ERT missions.

Since March 2018, the Brazilian government has federalized the emergency response and prioritized the voluntary relocation ("interiorization") of Venezuelans to facilitate greater prospects for integration and to relieve the pressure on the state of Roraima. Since the end of August, the Government has accelerated the interiorization process and substantially increased weekly departures, with the aim of relocating 3,000-5,000 persons by the end of 2018.

In Boa Vista, UNHCR performs multiple functions in relation to interiorization. Interiorization lists are initially constructed through ProGres v4 database and individual information, documentation and vaccinations must be physically verified. All persons lacking any of the required documents are assisted by UNHCR who coordinates with the respective authorities to facilitate prioritized visits. Persons identified and confirmed for interiorization are also relocated to the transit site for pre-departure procedures. At the same time, as Venezuelans depart the emergency shelter sites, UNHCR coordinates with the authorities to admit vulnerable Venezuelans as new entries into the site. This continuous process will be complemented by the Boa Vista Screening Center, which opened in September 2018, which will streamline several procedures linked to interiorization, including documentation, vaccination and UNHCR registration. For these reasons, there is a need to scale up UNHCR's staffing and operational capacity as it relates to interiorization.

The Registration Clerk is a member of the Registration team and is supervised by a more senior member of the team who normally reports directly to the Registration Officer. The Registration Clerk is responsible for supporting all activities related to registration, which may also include functions related to reception, filing and data management. The Registration Clerk responds to queries from, asylum seekers and refugees regarding UNHCR's registration procedures and their rights and entitlements. The Registration Clerk liaises with protection staff and partners to ensure timely identification and referral of persons of concern for protection follow up. The Registration Clerk may provide interpretation and/or translation services in cases for which s/he has the required language competencies.

2. PURPOSE AND SCOPE OF ASSIGNMENT

Under the supervision of the Head of Field Unit Boa Vista, the Registration Clerk will be responsible for undertaking the following tasks:

- Conduct registration interviews in accordance with local SOPs and registration standards;
- Respond 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;
- Act as interpreter and translator when needed;
- Perform other related duties as required.

3. QUALIFICATIONS AND EXPERIENCE

Essential

- Completion of secondary education preferably with post-secondary training or certificate in Social Sciences, Statistics, Mathematics, Information Technology or related fields Excellent computer skills (MS office, including Excel, Word and PowerPoint).
- Minimum 2 years of relevant job experience.
- Good computer skills.
- Excellent knowledge of English, Spanish and local language.

Desirable

- Experience in working with UNHCR ProGres software.
- Experience working in humanitarian settings

All applications must be submitted in English. Application package include signed Personal History Form form (FULL NAME – PHF) and Motivation Letter (FULL NAME – ML).

Complete application package must be sent to brabrhr@unhcr.org by 14 October 2018, with the subject line “Registration Clerk, FU Boa Vista”.

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.