UNV Assignment Title: Protection Assistant – Registration DOA 609
Type of Assignment: National UNV volunteer
Duration: One Year
Location, Country: UNHCR, Cairo, Egypt.

Description of tasks:

Under the direct supervision of the Senior Registration Associate and overall supervision of the Registration Officer, the Registration Assistant will undertake the following tasks:

- Conduct registration interviews and prepare and issue documentation for asylum seekers and refugees of different gender and age groups with special focus on identification of cases with specific needs for proper referral channel.
- Update and validate registration data in UNHCR’s data base ‘proGres’ on a daily basis and assist in compiling and analyzing registration statistics and profiles on regular basis.
- Conduct verification and litigation interviews.
- Conduct closure, reactivation interviews.
- Conduct country of origin (COI) research relevant to individual refugee claims as necessary.
- Identify and follow-up of cases with specific needs according to standard operating procedures.
- Act as a back up to handle reception including gate management, queries and/or other related activities, including counseling of persons of UNHCR’s concern.
- Perform other duties or tasks as assigned by the Supervisor.

Furthermore, UNV volunteers are encouraged to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UNV volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Output:

- Process 10 registration interviews including conducting enhance registration interviews for certain nationality per day except on Thursdays.
• Ensure that 10 newly registered cases and the newly recognized applicants are issued with UNHCR cards.

• Conduct reception management for one month on rotational basis.

• A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

Qualifications/Requirements:

• Completed secondary education with a university degree, preferably in Law or Political Science an asset.
• At least 2 years of professional experience.
• Good command of Arabic and English (written, read, and spoken).
• Drafting skills, especially in English will be an asset.
• Basic computer skills.
• Sound interpersonal and communication skills, especially with people from different cultural backgrounds.
• Ability to work individually and as part of a team.
• Initiative, sound judgment and dedication to the United Nations principles.
• At least 22 years of age.
• Nationality: Egyptian.

Deadline for applications: 6th of September, 2015

Email applications only in P11 (Personal History) form to: unvrecruitment@undp.org.

P11 form can be downloaded here:

http://www.eg.undp.org/content/egypt/en/home/operations/jobs.html

No additional documents are required at this stage.

Please indicate in e-mail the UNV Assignment Job Title. Applications with no such indication in the subject line will not be considered.