

Job Description Form

Classification Date: March 2020

1. Job Type

2. Job Information

Title

Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code

Functional Group - Level 3 CCOG Code

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number Supervisor Grade

Supervisor's Title

3. Organizational Setting and Work Relationships

The UNHCR Data Transformation Strategy 2020-2025 envisions that by 2025 UNHCR becomes a trusted leader on data and information related to refugees and other persons of concern (POC), thereby enabling actions to protect and to empower them. The Strategy invests in four complementary priority areas: data management and governance; information systems; capacities and skill development; and culture for evidence-informed decision-making. The Data Transformation Strategy also includes UNHCR's forward learning action plan on digital identity and the importance of strengthening a trusted and secure digital platform to facilitate protection and solutions, assistance delivery and the inclusion of POCs in State systems and their increased access to services.

The Associate Registration and Identity Management Officer (ARIMO) will function under the direct supervision of a Senior Registration or Protection staff in the Section, Bureau or Country operation¹. The incumbent supports the management of UNHCR's registration and identity management-related activities in the region/ country. S/he may receive functional guidance from the Data Service, Headquarters.

The incumbent assists in the implementation of identity management including registration/enrolment-related activities. S/he will support the operationalization of registration, identity management and digital identity strategies such as the inclusion of refugees and asylum-seekers into host States' population registers and digital identity systems and the registration of birth, marriages, deaths and other vital events of forcibly displaced persons in the host Government's civil registry. The incumbent will also ensure that identity management practices are actively leveraged to support all UNHCR activities, including identification of specific needs, targeting and delivery of assistance, support to protection intervention, fraud mitigation and response, data protection, case management and conduct of durable solution processes.

The incumbent will also support digital identity activities (standard setting, pilots, projects or programmes) with the aim of increasing the trust in the identity credentials of POCs to increase access to humanitarian assistance, protection, solutions and public and private sector services (including connectivity and financial services) while ensuring the appropriate protection of their privacy and personal data. The position will also contribute to ensuring that there is reliable data and analysis relating to POCs' registration, identity management and digital identification at global, regional and country levels (as appropriate) including for strategy development and monitoring and evaluation.

The ARIMO supports field operations with alignment of registration, identity management, digital identity and case management standard operating procedures to global refugee registration and identity management system applications.

¹ The accountabilities and duties described in this Job Description are also applicable for positions in multi-country offices.

When posted to a country operation, the incumbent coordinates registration operations in the Field under the technical guidance of Registration and Digital Identity staff in Bureaux and the Global Data Service in order to promote regional and global consistency in registration, identity management and digital identity.

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.

4. Duties

- Assist in the implementation of registration, enrolment and digital identity strategies, for populations of concern in compliance with global and regional protection and inclusion objectives and priorities, ensuring that relevant standards are met, and appropriate methodologies and technologies are implemented.
 - Provide technical support to staff on planned registration and digital identity management activities.
 - Contribute to the development and dissemination of operational guidance, instructions and capacity-development initiatives, in accordance with policy and guidance disseminated by the Global Data Service in Headquarters.
 - Design appropriate procedures and systems for assurance of quality registration data and conduct regular data quality and audit checks to monitor the accuracy of data collected, as well as a tool for identification and prevention of fraud.
 - Provide post-deployment support and maintenance of the UNHCR refugee systems applications as required.
 - Assist the country team to establish and strengthen internal digital identity, registration and identity management capacity and/or that of government counterparts to manage registration and maintain population data.
 - Liaise with Digital Identity and Registration Section of the Global Data Service as necessary to facilitate registration and identity management activities in the region/ country.
 - Advocate with and support government authorities to establish and strengthen fair and efficient registration and digital identification procedures and systems and that POCs' identity documents or credentials are recognised for the purposes of accessing humanitarian, public and private sector services.
 - Establish linkages with key partners to implement appropriate case and data management approaches for efficient, accountable and standardized targeting and delivery of assistance and other programming and protection needs.
 - Support the operationalization and negotiation with government and UN partners related to interoperability of external digital identification systems with UNHCR refugee registration and identity management systems.
 - Liaise and actively engage with government, humanitarian and development actors, and the private sector to promote the inclusion of refugees and asylum-seekers into host States' population registers and digital identity systems and the registration of birth, marriages, deaths and other vital events of forcibly displaced persons in the host Government's civil registry.
 - Support the collection of reliable data and the availability of effective analysis relating to POCs' registration, identity management and digital identification at global, regional and country levels (as appropriate) including for the purposes of strategy development and monitoring and evaluation.
 - Monitor, document and report on registration and identity management activities at the regional/ country level, and report on the impact of support interventions to the management of operations.
 - Perform other related duties as required.
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5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

<i>Law;</i>	<i>Development</i>	<i>Social Sciences;</i>
<i>Information Technology,</i>	<i>with focus on Database Development,</i>	<i>Data Management and Analysis;</i>
<i>Demography;</i>	<i>Geography;</i>	<i>Political Science;</i>
<i>Business Administration;</i>	<i>Humanities;</i>	<i>Statistics;</i>
<i>or other relevant field.</i>		

(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

Emergency Registration
Operations Data Management Learning Program

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential

Understanding of the principles and concepts of international protection and UNHCR, including UNHCR's registration and identity management guidance and the Policy and Guidance on the Protection of Personal Data of Persons of Concern.

Desirable

Technical expertise in registration, digital identity or biometric management systems. Experience with UNHCR's PRIMES applications. Familiarity with planning, programming, strategic planning, project development, budgeting and resource mobilization. Understanding of civil registration, national identity management or digital identification systems (including population registries) and digital identity technical standards. Demonstrated knowledge of UNHCR and interagency policies, standards, programmes and operations. Experience of devising data collection and analysis. Experience working with partners, including host and donor Governments, humanitarian and development partners.

Functional Skills

PR-Civil Registration
PR-Individual Case Management
PR-Protection related guidelines, standards and indicators
DM-Data collection methodologies
DM-Data Management

(Functional Skills marked with an asterisk* are essential)

Language Requirements

For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English.
For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language.
For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies

Empowering and Building Trust

Cross-Functional Competencies

Analytical Thinking

Technological Awareness

Planning and Organizing

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.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.