



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR Regional Representation

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**PROTECTION CLERK / RECEPTIONIST
SELECTION CRITERIA**

- Demonstrated ability to communicate effectively at all levels, both orally and in writing.
- Flexibility, adaptability and ability to co-ordinate well with other team members, especially under pressure.
- Proven ability to pay attention to detail.
- Ability to understand and maintain confidentiality.
- Advanced organizational skills, including the ability to prioritize work and meet deadlines within short time frames with minimum supervision.
- Knowledge and ability to use computer systems, databases and internet resources.
- Demonstrated interest and or knowledge of UNHCR and its role as the United Nations refugee agency.