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

United Nations High Commissioner for Refugees (UNHCR)
Manila, Philippines

Vacancy Notice no. 016/2017
Internal/External

Position Title: Assistant Info Management Officer		**Date Issued:**	15 September 2017
Position Level: NO-A		**Closing Date:**	22 September 2017
Report To: Head of National Office		**Duty Station:**	Iligan
Contractual Status: Temporary Appointment			

ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

The Assistant Information Management Officer assists in the production and dissemination of information on the population of concern, including but not limited to Protection and Programme information.

The incumbent operationalizes data standards developed at the central level in field operations, compiles data and analyses information from all populations of concern. S/he supports the Programme Team and UNHCR's implementing partners in the choice of indicators for monitoring to be included in sub-agreements as well as the Protection Team in operationalizing protection monitoring systems.

FUNCTIONAL STATEMENT. *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability *(key results that will be achieved)*

- The Office delivers reliable, accessible and user-friendly, relevant, predictable, appropriate and timely information.
- Global data standards, and where appropriate, the establishment of country-specific common data standards are adopted by UNHCR and its partners.

Responsibility *(process and functions undertaken to achieve results)*

- Operationalize country-specific common data standards and promote them with partners, including UNHCR data standards and the IASC Common Operational Datasets.
- Compile, aggregate and analyze data and information elements required to produce standardized information products and implement data/information collection plans for baseline and context-specific data.
- Support the operation in the analysis of processed data and information and perform data quality and consistency control.
- Facilitate the analysis of cross-border information between relevant countries.
- Assist in training staff involved in information management activities, including data collection and data entry teams.
- Support and leverage geographic data for map production and use in geographic information systems (GIS).
- Share UNHCR data with partner agencies and maintain Portal data and information in-line with agreed frequencies.
- Provide technical Information Management support to Needs Assessment processes, specifically in data collection, processing/collation and analysis.
- Perform other duties as required.

Authority *(decisions made in executing responsibilities and to achieve results)*

- Liaise with partners and represent UNHCR in meetings related to the functions.
- Make recommendations and provide advice on the technical information management requirements.
- Assist in training of data entry and data collection teams.

REQUIRED COMPETENCIES, *which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.*

	Code	**Managerial Competencies**
1.	☐M001	Empowering and Building Trust
2.	☐M002	Managing Performance
3.	☒M003	Judgement and Decision Making
4.	☐M004	Strategic Planning and Vision
5.	☐M005	Leadership
6.	☐M006	Managing Resources

	Code	**Cross-Functional Competencies**
1.	☒X001	Analytical Thinking
2.	☐X002	Innovation and Creativity
3.	☒X003	Technological Awareness
4.	☐X004	Negotiation and Conflict Resolution
5.	☒X005	Planning and Organizing
6.	☐X006	Policy Development and Research
7.	☐X007	Political Awareness
8.	☐X008	Stakeholder Management
9.	☐X009	Change Capability and Adaptability

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED. *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*

- University degree in information technology, demography, statistics, social sciences or any related area.
- At least 2 years of relevant work experience.
- Knowledge of the UN system and the humanitarian community.
- Proven skills to analyse statistical information.
- Advanced Excel skills (e.g. pivot tables, functions, etc.).
- Ability to formulate IM-related technical requirements and Operating Procedures.
- Experience with handling confidential data and demonstrated understanding of different data collection methodologies.
- Excellent knowledge of English and working knowledge of another UN language.

(In offices where the working language is not English, excellent knowledge of working language of duty station and working knowledge of English.)

***For National Officer positions, very good knowledge of local language and local institutions is essential.

DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

- Proficiency in a second official UN language is desirable.
- Successful participation in the Operational Data management Learning Programme is desirable.
- Experience in web design and software development is an asset.
- Experience with relevant software such as ArcGIS, Mapinfo, SPSS, EpiInfo6, SQL Server, and/or proGres is desirable.
- Experience with HTML, PHP, ASP and/or Java is an asset.

Application invited to Filipino Nationals only.

Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: "Application-VN-16 Assistant Information Management Officer - Iligan" to: PHIMAVAC@unhcr.org

Only applicants meeting minimum requirements will be short-listed for written test & interviews.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

P.11 form can be downloaded from the UNHCR Official Website