



# UNHCR

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

## TERMS OF REFERENCE

<b>Position Title:</b> Information Management Associate (Cotabato)	<b>Vacancy Notice Number:</b> 10/2018	<b>Date Issued:</b> 31 May 2018
<b>Contractual Status</b> UNOPS ending 31 Dec 2018	<b>Report To:</b> Senior Information Management Associate	<b>Closing Date:</b> 13 June 2018

**Application invited for Filipino nationals only**  
**This post is urgent and for immediate hiring.**

### JOB PURPOSE

UNHCR is hiring an information management expert to provide data and information management support to effectively address the protection of population of concern both internally displaced and stateless persons in Mindanao.

### FUNCTIONAL STATEMENT

#### **Accountability** (*key results that will be achieved*)

- Improve the advocacy efforts of the office on IDP and stateless protection through development of evidence-based information management system;
- Strengthen the protection and programming activities of the office through provision of IM technical support;
- Effective operational and cluster coordination mechanism set in place through establishment of common information sharing platform;
- Increase knowledge of internal and external audience on humanitarian information management through extensive capacity building initiatives

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

- Facilitate effective systematization and management of data to enhance monitoring, response and evaluation mechanisms.
- Assist in the actual data collection with the Field Unit of the office
- Assist in developing and maintaining database management systems
- Develop visually meaningful information products such as maps and infographics and technical reports catered to various types of audiences
- Assist in maintaining information dissemination styles such as, website and email blasts.
- Assist in developing information management training modules and the actual delivery of trainings;
- Determine information needs of internal and external partners to provide technical support in establishing their information management system
- Assist the unit in executing its Information Management Strategy
- Perform other data and information management-related duties as required

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

- Decide on appropriate technical solutions to address information needs of both internal and external partners
- Take initiative to reconcile data and information gaps
- Ensure quality, reliability and credibility of data and information prior wider circulation and publication
- Innovate based on best practices and lessons learned

### Duties and Responsibilities

1. Work closely with other sections and seek how to provide information management support to enhance UNHCR's protection action

2. Identify, collect, enter, clean, organize, maintain and document data
3. In close coordination with IM team, help conduct data analysis and prepare reports and presentations, including charts, matrix, and figures
4. Help maintain data dissemination mechanisms, such as protection cluster website and mailing list
5. Help organize and maintain a variety of records, reports, and correspondence as part of IM support in duty station
6. Help coordinate with other agencies in information data management
7. Act as the focal point of IM unit for all information management activities in duty station.
8. Stay alert of political, social, economic and cultural developments in the AOR of duty station which may have an impact on the protection operating environment and may contribute to overall IM support work to other sections.
9. Any other duties required

## **QUALIFICATION REQUIREMENTS**

### **Education**

- Possess Bachelor's Degree in Information Technology, Computer Science, Management of Information Systems, Communications, Social Sciences and related field.

### **Skills**

- Technical
  - o Data management
    - Capable of using Geographic Information Systems such as, ArcGIS and MapInfo
    - Capable of building and maintaining database (MS Access, SQL Server, GeoJSON, XML)
    - Proficient in programming platform (C#, Javascript, JQuery, CSS, Transact SQL, Openlayers)
    - Advanced knowledge on server technologies (ASP.NET, SQL SERVER, SSRS, Windows Server)
  - o Information management
    - Knowledge on information and communication strategy development
    - Excellent research and analytical skills using statistical processing software (SPSS, STATA or MS Excel)
    - Graphic design skills using Adobe Photoshop, Illustrator, or InDesign, Corel Draw or MS Publisher
  - o Programming and Monitoring
    - Basic knowledge in programming and monitoring
    - Experience in program data collection, report writing and packaging
    - Experience in the development of monitoring systems, conducting project assessment and monitoring activities
- Other Desirable Skills
  - o Highly organized
  - o Good writing and documentation skills
  - o Good inter-personal and communication skills
  - o Training and facilitation skills
  - o Ability to develop rapport internally and externally in a multicultural environment
  - o Fluency in English, Tagalog and local dialects in Mindanao.
  - o Knowledge of situation in Mindanao
  - o Willingness to travel in all covered areas in Mindanao

### **Job Experience**

- Minimum of 2 years work experience (inclusive of previous) relevant to the function;
- Experience working with local or international non-government organizations or UN agencies in Mindanao;
- Demonstrated ability in managing data and information from design, processing, analysis, publication and evaluation;
- Has established credible portfolio in establishing information management system in non-profit organizations

## **APPLICATION PROCEDURE**

Please submit your Curriculum Vitae and P.11, with subject: VN No. 09 - Application for IM Associate, by email to: PHIMAVAC@unhcr.org

Only applicants meeting minimum requirement will be short-listed for written test and/or interview.

Application will not be acknowledged. Only the successful candidate will be notified of the outcome of the competition. P.11 form can be downloaded from:

**P-11:** [http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR\\_Personal\\_History\\_Form\\_October-2017.docm](http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm)

**SUPPLEMENTARY FORM:** [http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR\\_PHF\\_Supplementary\\_October-2017.docm](http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm)

-