



**MULTIPLE VACANCY ANNOUNCEMENT**

Application invited for Filipino nationals only, internal and external

Date Issued: 03 January 2019 Closing Date: 16 January 2019

Vacancy Notice no.	Position Title	Position Level	Duty Station	Nature of Contract	Email Subject when sending application
17/2018	Information Management Associate	GL-6	Cotabato, Philippines	UNOPS - LICA	VN No. 17 - Application for IM Associate
18/2018	Senior Reporting Assistant	GL-5	Cotabato, Philippines	UNOPS - LICA	VN No. 18 - Application for Senior Reporting Assistant
19/2018	Sr. Information Management Associate	GL-7	Cotabato, Philippines	UNOPS - LICA	VN No. 19 - Application for Sr. IM Associate
20/2018	Associate Programme Officer	NO-B Position No: 10022586	Cotabato, Philippines	UNHCR Fixed-Term Appointment	VN No. 20 - Application for Associate Programme Officer

**APPLICATION PROCEDURE:**

Detailed information/job description for above positions can be found below and available at: <http://unhcr.ph/get-involved/careers>

Please submit your Curriculum Vitae and P.11, with subject: vacancy announcement notice number and position title 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: <https://bit.ly/2AmHR8A> and its Supplementary Form: <https://bit.ly/2GP6257>

Position Title: Information Management (IM) Associate	Report To: Sr. IM Associate	Date Issued: 03 January 2019
Contract Duration: 31 December 2019	Duty Station: Cotabato	Closing Date: 16 January 2019

**Vacancy Announcement no. 17/2018 (Re-advertised)  
Internal/External**

**JOB PURPOSE**

UNHCR is hiring an information management support 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
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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

- Data management
  - o Capable of using Geographic Information Systems such as, ArcGIS and MapInfo
  - o Capable of building and maintaining database (MS Access, SQL Server, GeoJSON, XML)
  - o Proficient in programming platform (C#, Javascript, JQuery, CSS, Transact SQL, Openlayers)
  - o Advanced knowledge on server technologies (ASP.NET, SQL SERVER, SSRS, Windows Server)
- Information management
  - o Knowledge on information and communication strategy development
  - o Excellent research and analytical skills using statistical processing software (SPSS, STATA or MS Excel)
  - o Graphic design skills using Adobe Photoshop, Illustrator, or InDesign, Corel Draw or MS Publisher
- Programming and Monitoring
  - o Basic knowledge in programming and monitoring
  - o Experience in program data collection, report writing and packaging
  - o 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

Please submit your Curriculum Vitae and P.11, with subject: **VN No. 17 - Application for IM Associate**, by email to: [PHIMAVAC@unhcr.org](mailto:PHIMAVAC@unhcr.org). Kindly refer to above "Application Procedure" instruction.

Position Title: Senior Reporting Assistant	Report To: Head of Field Office	Date Issued: 03 January 2019
Contract Duration: 31 December 2019	Duty Station: Cotabato	Closing Date: 16 January 2019

**Vacancy Announcement no. 18/2018 (Re-advertised)  
Internal/External**

**Duties and Responsibilities:**

1. Stay abreast with the operational developments and assist in the preparation of briefing notes and reports.
2. Assist in consolidation of data and facilitate the preparation of periodic reports including Sitreps, Fact Sheets and other activity specific reports.
3. Liaise with internal and external partners to gather information.
4. Work closely with Information Management Unit to ensure accurate and standard data presentation.
5. Assist in the development of funding submissions, appeals and reports.
6. Prepare and distribute meeting minutes.
7. Consolidate and provide inputs for donor reports.
8. The reporting requirements are fulfilled accurately and in a timely manner.
9. Performs other duties as required.

**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.*

Completion of Bachelor's degree or equivalent technical or commercial school with certificate/training in Journalism or International/Humanitarian law or other related fields.

Minimum 4 years of job experience relevant to the function;

Computer skills (MS office and People Soft applications).

Fluency in English and working knowledge of another relevant UN language or local language (as applicable in the duty station).

**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.

- 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 Knowledge of situation in Mindanao
- o Willingness to travel in all covered areas in Mindanao
- o Experience with dealing with the public and diverse areas in Mindanao
- o Completion of UNHCR Learning Programme or specific function relevant to functions of the position
- o Knowledge of another relevant UN language

Please submit your Curriculum Vitae and P.11, with subject: **VN No. 18 - Application for Sr. Reporting Assistant**, by email to: [PHIMAVAC@unhcr.org](mailto:PHIMAVAC@unhcr.org). Kindly refer to above "Application Procedure".

Position Title: Sr. Information Mgt. Associate	Report To: Head of Field Office	Date Issued: 03 January 2019
Contract Duration: 6 months	Duty Station: Cotabato	Closing Date: 16 January 2019

**Vacancy Announcement no. 19/2018  
Internal/External**

**Organizational Context:**

The Senior Information Management Associate assists in the compilation of data, analyses information and takes the lead in the production and dissemination of information on populations of concern, including internally displaced persons, in Mindanao. S/he supports the UNHCR Field/Protection team and Protection Cluster members in the operationalization of protection monitoring systems. S/he also assists UNHCR Programme Unit and UNHCR's implementing partners in the choice of indicators for monitoring to be included in sub-agreements.

**Accountability:**

- UNHCR delivers reliable, accessible, user-friendly and timely information on various topics, particularly relating to protection issues and responses.
- Value-added coordination among humanitarian partners on data harmonisation and information management is enhanced.
- Increase knowledge of internal and external audience on humanitarian information management through extensive capacity building initiatives.

**Responsibility:**

- Operationalize country-specific common data standards and promote them with partners, including UNHCR data standards and the IASC Common Operational Datasets.
- Compile and aggregate information elements required to produce standardized information products and implement data/information collection plans for baseline and context-specific data.
- Develop and monitor the implementation of Information Management Strategy Plan to support UNHCR's protection activities.
- Manage and maintain a methodology to identify and prioritize information requirements and interpret these requirements to technical specifications.
- Manage and develop procedures and policies for the collection, storage and analysis of data, as well as distribution of information.
- Develop, design and implement methodologies for systematic distribution of information and applications systems.
- Design and develop databases, tools and applications to support the collection and processing of data.
- Coordinate with other agencies on data harmonisation and information management.
- Determine information needs of partners to provide technical support in establishing their information management systems.
- Develop information management training modules and facilitate training with key partners.
- Perform data quality and consistency control.
- Support and leverage geographic data for map production and use in geographic information systems (GIS).

- Participate in Needs Assessment processes, specifically in data collection, processing/collation and data exploration.
- Perform other duties as required.

Authority:

- 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 and coordination of data entry and data collection teams.

Required Competencies:

Cross Functional Competencies: Judgement and Decision Making, Analytical Thinking, Technological Awareness, Planning and Organizing

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Bachelor's degree in information management, information technology, demography, statistics, social sciences or any related area.
- At least 5 years of relevant work experience, such as in relational database management systems, information management, GIS and other systems.
- Knowledge and experience in the design and implementation of data-driven processes and systems, as well as database development and administration.
- Ability to formulate IM-related technical requirements and Operating Procedures.
- Experience with handling confidential data and demonstrated understanding of different data collection methodologies.
- High level of organisation and diligence, as well as good writing and documentation skills.
- Fluency in English and local language (Tagalog). Working knowledge of another UN language or knowledge of local languages of Mindanao is an asset.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Successful participation in the Operational Data Management Learning Programme.
- Experience in web design and software development.
- Experience with relevant software such as ArcGIS, Mapinfo, SPSS, EpiInfo6, SQL Server, and/or proGres.
- Experience with HTML, PHP, ASP and/or Java.
- Demonstrated ability in managing data and information from design, processing, analysis, publication and evaluation.
- Training and facilitation skills is an asset.
- Experience working with local or international non-government organizations or UN agencies in Mindanao, or a good grasp of the Mindanao context.

Please submit your Curriculum Vitae and P.11, with subject: **VN No. 19 - Application for Sr. IM Associate**, by email to: [PHIMAVAC@unhcr.org](mailto:PHIMAVAC@unhcr.org). Kindly refer to above "Application Procedure" instruction.

Position Title: Associate Programme Officer	Report To: Head of Field Office	Date Issued: 03 January 2019
Contract and Position No: Fixed-Term – 10022586	Duty Station: Cotabato	Closing Date: 16 January 2019

**Vacancy Announcement no. 20/2018**  
**Internal/External**

ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, it's 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 incumbent receives guidance from more senior programme staff in the operation, the Head of Field Office. The incumbent may supervise some support staff. He/she may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, programme objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Associate Programme Officer. S/he is also expected to stay abreast of the challenges posed to the region by the political context, the UN and humanitarian reform and institutional developments.

External contacts are predominantly with persons on subject matters of importance to Organization's programme (e.g. counterparts in other organizations or at working level in national Governments).

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

*Accountability (key results that will be achieved)*

- The needs of persons of concern in the country are assessed and analysed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.
- IP agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.

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

- Through a consultative process within the country and field visits, stay involved in the development of the strategies, methodologies, contingency plans that respond to new and emerging operational challenges for the country.
- Assist in ensuring that global strategic priorities (GSP) and regional priorities as well as information on projected resource availability guide the planning parameters.
- Provide inputs for developing the country operations plan in compliance with global strategic priorities and regional priorities as well as with annual programming/planning instructions.
- Assist in organizing a consultative process to ensure a consistent application of the organization's criteria and policies for the selection of implementing and operational partners.
- Assist in managing the development of a broad network of partners, good coordination practices and the development of partner capacities.
- Assist in training UNHCR as well as implementing partners (IP) staff in UNHCR standard procedures related to the Results Based Programme management.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyze UNHCR's performance, trends and target interventions.
- Undertake field visits to evaluate and improve the planning, programming, implementation and monitoring of assistance projects.
- Assist in implementing the establishment of sound monitoring processes, in reviewing final reports and on progress in order to advise on any corrective actions required or the need for additional resources to reach planned target levels.
- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to record data and assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.
- Assist in keeping donor representatives briefed on developments and assist in the development of funding submissions, appeals and reports.
- Assist in monitoring compliance to the organization's resource allocation framework, providing support and taking corrective action where required.
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Monitor the implementation of IP Risk Management techniques and tools.
- Perform other duties as required.

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

- Provide inputs for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports.
- Represent UNHCR in UN and other fora on programme and technical issues as delegated by programme senior management.
- Enforce compliance with UNHCR's global strategies, protocols and guidelines.

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.

<u>Code</u>	<u>Managerial Competencies</u>
<input checked="" type="checkbox"/> M001	Empowering and Building Trust
<input checked="" type="checkbox"/> M002	Managing Performance
<input checked="" type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
<input checked="" type="checkbox"/> X001	Analytical Thinking
<input checked="" type="checkbox"/> X005	Planning and Organizing
<input checked="" type="checkbox"/> X007	Political Awareness

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.*

- Undergraduate degree (equivalent of a BA/BS) in Business Administration, Law, Economics, Social Science or related field plus minimum 3 years of previous job experience relevant to the function. Graduate degree (equivalent of a Master's) plus 2 years or Doctorate degree (equivalent of a PhD) plus 1 year of previous relevant work experience may also be accepted.
- Excellent knowledge of English and working knowledge of another UN language.

\*\*\* *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.*

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position
- Good knowledge of UNHCR financial rules, procedures and processes
- Knowledge of another relevant UN language
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc.)
- Computer skills (in MS office)

Application invited to Filipino Nationals only.

Please email your Curriculum Vitae and P.11 with subject: "Application- VN-20 Associate Programme Officer (NOB)" to: [PHIMAVAC@unhcr.org](mailto:PHIMAVAC@unhcr.org). Kindly refer to above "Application Procedure" instruction.