

**United Nations High Commissioner for Refugees (UNHCR)
Philippines**

**Vacancy Notice no. 05/2019
Re-advertisement
External**

Position Title: Senior Information Mgt. Assoc.	Position Level: LICA 7	Date Issued: 11 February 2019
Contract Duration: 31 December 2019	Report To: Head of Field Office	Closing Date: 24 February 2019
Follow this link: https://www.unhcr.org/ph/careers	Duty Station: Cotabato	Contractual Status: UNOPS

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

- Completion of Secondary education with post-secondary training/certificate in Geographic Information Systems (GIS), Demography, Statistics, Social Sciences or a related field.
- At least 5 years of relevant work experience, such as in relational database management systems, and information management.
- 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 organisations or UN agencies in Mindanao, or a good grasp of the Mindanao context.

Application invited to Filipino Nationals only.

Please submit your Curriculum Vitae and P.11, with subject: **VN No. 05 - Application for Sr. 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

SUPPLEMENTARY FORM:

http://www.unhcr.org/ph/wpcontent/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm

Distribution:

- All UNHCR staff members in Philippines
- UN organizations in Philippines, Specialized Agencies, Diplomatic Missions, International NGOs, Non-government Organizations, Embassies

Vacancy Notice no. 06/2019
External

Position Title: Snr. Administrative/Supply Assistant	Position Level: LICA 5	Date Issued: 11 February 2019
Contract Period: 15 April 2019 – 15 August 2019	Report To: Admin Associate	Closing Date: 24 February 2019
Follow this link: https://www.unhcr.org/ph/careers	Duty Station: Cotabato	Contractual Status: UNOPS

Organizational Context

The Sr. Admin/ Supply Assistant will provide administrative assistance to the immediate supervisor and/or Head of Office to ensure that routine services and activities are properly implemented. As per specific instructions, the incumbent may require liaising with other internal or external entities, to ensure effective delivery of services and achievement of objectives. The nature of certain personnel/administrative tasks requires discretion and confidentiality as per UNHCR standards and practices. The incumbent's workload and the assignments will remain under constant scrutiny and direction of the Admin Associate.

The Sr. Administrative/ Supply Assistant provides support to all local activities pertaining to the supply chain function including planning, sourcing, transport, shipping, customs clearance and warehousing in the operation support supply activities within an office.

The incumbent receives regular guidance and instructions from the supervisor on successive steps. S/he maintains regular contact on a working level on routine issues with other UNHCR offices, UN agencies, NGOs, government partners and commercial contractors in the area to facilitate the operation. The duty of the incumbent is to support and monitor the management of material resources within the geographical area covered by the office while exercising efficiency in the use of those resources.

FUNCTIONAL STATEMENT

The Sr. Administrative/Supply Assistant is a position that requires basic knowledge of administrative rules, procedures as well as operational standards of a UNHCR office. The nature of certain administrative/personnel functions require discretion and confidentiality.

Administrative Support:

1. Maintain hard and electronic office files and records; classify and code material relating to a variety of topics;
2. Search and retrieve office files, and reproduce documentation and background material for reference and action by the supervisor, as and when required;
3. Receive, register, route correspondence and office pouch. Maintain a follow up system
4. Maintain accurate and comprehensive records on logistical activities and provide reports and updates periodically, and on request. Monitor the asset management track to ensure all admin procurements and disposal of UNHCR property are done and recorded accurately.
5. Assist the admin associate to monitor and record expenditure/disbursement of funds.
6. Following instructions from the supervisor make logistic and administrative arrangements for seminars, workshops, and briefings that may be required by the Office/Division.
7. Initiate custom clearance of consignments, draft exemption requests, liaise with local agent, support warehouse management, assist with planning and goods deliveries and provide information on the status of requests and the availability of items in the supply chain.
8. Any other responsibilities/functions deemed necessary by the supervisor/or senior manager in order to meet the level of the services in the organization.

Infrastructure Support

- Examine Purchase Service Requests to ensure conformity and liaise with requesters.
- Prepare quotation requests and tenders, produce bid-tabulations from tenders, and prepare Purchase orders for approval.

- Dispatch approved Purchase Orders, and follow-up with the delivery of ordered commodities and services.
- Provide information on all procurement activities within area of responsibility.
- Assist in managing Property, Plant and Equipment (PPE) effectively according to UNHCR rules and regulations including registration and marking of new PPE, physical verification of PPE, preparation of agreements, preparation of disposal forms (including submissions to LAMB/AMB), and assistance with disposal of PPE.
- Produce standard asset management reports and other asset information, periodically and when requested.

Essential Minimum Qualifications and Professional Experience Required

Completion of Secondary education or equivalent technical or commercial school with certificate/training in Business Administration, Finance, Office Management , Human Resources or other related field.

Minimum 4 years of previous 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.

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

Desirable Qualifications & Competencies

Good knowledge of UNHCR Admin and financial rules, procedures and processes;

Knowledge and working experience of MSRP (Peoplesoft);

Prior exposure to UNHCR operations and functions relating to field office administration

Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Application invited to Filipino Nationals only.

Please submit your Curriculum Vitae and P.11, with subject: **VN No. 06 - Application for Sr. Admin/ Supply Asst.**, 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:

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SUPPLEMENTARY FORM:

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