UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. BRABR/2019/087

Title of Post	Senior Information Management Assistant	**Location**	Boa Vista, Brazil
Contract type	UNOPS Individual Contractor	**Level**	LICA 5
Opening date	16 October 2019	**Closing Date**	30 October 2019
This vacancy is initially until December 31, 2019 with the possibility of extension subject to satisfactory performance and budgetary availability.			

Operational Context:

As the influx of Venezuelans continues unabated and the humanitarian needs increase, UNHCR Brazil is rapidly scaling up its staffing and response in several field locations. Part of the strengthening of the operation included a rapid expansion of the staff and affiliated workforce to over 100 people distributed in the 6 offices UNHCR has in the country. This post has been created to respond to the increased level of information management activities arising from the above-mentioned situation.

The Senior Information Management Assistant supports data collection exercises and further data processing in the field, as well as production and dissemination of information on the population of concern, including but not limited to Protection and Programme information.

The position is supervised by a more senior position at the field level, and receives functional guidance and support from Information Management (IM) specialists at country/regional and global level. Subject to the nature of the task/assignment, he/she will work independently on routine tasks, while will follow instructions of the supervisor for more complex issues. The position has no supervisory role. The incumbent may play a liaison role with the national and local authorities for gathering and exchange of data.

Functional Statement:

Accountability
- The Office has reliable and up-to-date data on persons of concern.
- Global data standards, and where appropriate, the establishment of country-specific common data standards are adopted by UNHCR and its partners.

Responsibility
- Assist in operationalizing country-specific common data standards and promoting them with partners.
- Assist in processing, compiling and aggregrating data 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.

- May be required to collect GIS data, update maps and undertake field trips to project sites.
- Participate in Needs Assessment processes, specifically in data collection, processing/collation and data exploration.
- Perform any other related duties as requested.

Authority
- Liaise with partners and represent UNHCR in meetings related to the functions.
- Decide on appropriate resolution to data management problems and escalate issues to the supervisor if incident cannot be resolved.

Essential Minimum Qualifications and Experience:

- Completion of secondary education with certificate/training in Information Technology, Demography, Statistics, Social Sciences or any related area.
- Minimum 5 years (for secondary education holder) or 4 years (for secondary education and certificate/training holder) or minimum 2 years (for tertiary education holder) of previous job experience relevant to the function
- Advanced Excel skills (e.g. pivot tables, functions, etc.).
- Experience with SQL and/or other software applications for database queries.
- Experience with handling confidential data and demonstrated understanding of different data collection methodologies.
- Fluency in Portuguese. Working knowledge of English.

Desirable Qualifications & Competencies:

- University degree in Information Technology, Demography, Statistics, Social Sciences or any related area.
- Spanish-language skills.
- Successful participation in the Operational Data management Learning Programme.
- Experience with other relevant software such as ArcGIS, Mapinfo, SPSS, EpiInfo6, and/or proGres.
- Proven skills to analyse statistical information.
- Ability to formulate IM-related technical requirements and Operating Procedures.

Required Competencies:

Cross-functional:
- Analytical Thinking
- Innovation and Creativity
- Technological Awareness
- Client and Result Orientation

Eligibility:

Candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

If you wish to be considered for this vacancy, please submit your **letter of motivation and signed Personal History Form to brabrhr@unhcr.org by 30 October 2019, with the subject line "BRABR/2019/087 Senior Information Management Assistant, FO Boa Vista".** Application files must be named with the candidate´s full name, e.g. "NAME, LAST NAME – PHF".

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to diversity and welcomes applications from all qualified candidates without distinction on the grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. All applications will be treated with the strictest confidentiality.