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

The Representation of the United Nations High Commissioner for Refugees (UNHCR) in Ukraine invites qualified candidates to apply for the following vacancy:	
Functional Title & Grade: Assistant Information Management Officer, NOA **Contractual Status: Fixed term appointment for 1 year with possible extension upon satisfactory performance** **Position № 10023933** **Duty Station: Kyiv, Ukraine**	**Date of Issue: 03/04/2020** **Deadline for applications: 17/04/2020**

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

OPERATIONAL CONTEXT

The Assistant Information Management Officer assists in the production and dissemination of information on the internal displacement situation in Ukraine, the population of concern and UNHCR's response. 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 partners in the choice of indicators for monitoring to be included in sub-agreements, ensuring – when feasible - harmonization with other reporting systems. The incumbent also assists Protection Teams in operationalizing protection monitoring systems and for the development of evidenced-based advocacy messages. S/he also works in close collaboration with the External Relations/Reporting and Public Information Units in enhancing data visualization and analysis for non-technical audience.

In the framework of the 2020-2025 UNHCR Data Transformation Strategy, the Assistant Information Management Officer plays a key role in building the IM/data capacity of UNHCR staff and partners, especially for the analysis of protection information, performance monitoring, and in the implementation of new information systems.

With strong interpersonal skills and experience of inter-sectoral approaches, the incumbent also supports the Protection Cluster with IM services for the coordination of over 40 Protection partners and the operationalization of protection mainstreaming at the IM level.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

Duties

- 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.
- 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.
- Perform other duties as required.

REQUIRED COMPETENCIES

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies:

Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

Managerial Competencies:

Judgement and Decision Making

Cross-Functional Competencies:

Analytical Thinking
Technological Awareness
Planning and Organizing

Functional Skills

IT-Computer literacy (MS Office and PeopleSoft/MSRP)
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.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED

- Undergraduate degree (equivalent of a BA/BS) in information technology, demography, statistics, social sciences or any related area.
- At least 1 year of relevant work experience.
- Knowledge of the UN system and the humanitarian community.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Successful participation in the Operational Data management Learning Programme is desirable.
- Significant experience in data collection methods, surveys, and assessments.
- Demonstrated skills and experience in data science/analysis and statistics.
- Successful participation in the Protection Information Management Training is an asset.
- Knowledge of data protection.
- Demonstrated ability to coordinate between Field Offices and Cluster partners.
- Ability to come up with innovative and creative solutions to statistical or data analysis challenges.
- Experience with relevant software such as Power BI/Tableau, Kobo Toolbox, ArcGIS, Mapinfo, SQL Server, and/or proGres is desirable.
- Experience with HTML, PHP, R/DAX/Python, ASP and/or Java is an asset.

LANGUAGE:

- Fluency in English, Ukrainian and Russian.

Interested applicants should forward the UN personal history form
(P-11) with a covering letter in English explaining their interest in the position to the
e-mail: vacancy@unhcr.org
by indicating the post title and position number they are applying for in the subject line.
Candidates must be legally present in Ukraine at the time of application, recruitment and
hire.

UN personal history form (P-11) may be loaded at:

Download UN personal history form (P-11) here

Download Form P11 Supplementary Sheet here

Only short-listed applicants will be contacted, no late applications will be accepted.

Written test will be administered.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).