

**UNHCR Philippines
Vacancy Notice No. 09/2020
EXTERNAL**

Job type/Job Code No.:	Standard/002201	Post level:	GL- 7
Post Title:	Senior Information Management Associate	Position Number:	10034337
Report to:	Head of Field Office (NOB)	Contractual Status:	Fixed Term
Duty Station:	Cotabato City	Date Issued:	07 Oct. 2020
		Closing Date:	13 Oct. 2020

1. Organizational Setting and Work Relationships

The Senior Information Management Associate assists in the production and dissemination of information on the population of concern, including but not limited to Protection and Programme information.

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 implementing partners in the choice of indicators for monitoring to be included in sub-agreements as well as the Protection Team in operationalizing protection monitoring systems.

Functional Statement

The Office delivers reliable, accessible and user-friendly, relevant, predictable, appropriate and timely information. Global data standards, and where appropriate, the establishment of country-specific common data standards are adopted by UNHCR and its partners.

2. Duties

- 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.
- Collect, collate and process information and perform data quality and consistency control.
- Produce summary statistics.
- Coordinate data collection teams.
- Assist in training of 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.
- 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 of data entry and data collection teams.

3. Minimum Qualifications

Education & Professional Work Experience

- Completion of Secondary education with training/certificate in information technology, demography, statistics, social sciences or any related area.
- At least 11 years of relevant work experience.
- Knowledge of the UN system and the humanitarian community.
- 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.

Desirable

Successful participation in the Operational Data management Learning Programme.

Experience in web design and software development is an asset.

Experience with relevant software such as ArcGIS, Mapinfo, SPSS, EpiInfo6, SQL Server, and/or proGres.

Experience with HTML, PHP, ASP and/or Java is an asset.

Proven skills to analyse statistical information.

Language Requirements

For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.**

4. Competency Requirements

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.

Managerial Competencies:

Empowering and Building Trust
Managing Performance
Judgement and Decision Making
Strategic Planning and Vision
Leadership
Managing Resources

Cross-Functional Competencies:

Analytical Thinking
Innovation and Creativity
Technological Awareness
Negotiation and Conflict Resolution
Planning and Organizing
Policy Development and Research
Political Awareness
Stakeholder Management
Change of Capability and Adaptability

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this.

HOW TO APPLY:

- Please email your Motivation Letter, Curriculum Vitae and P.11 with subject: “**Application- VN 09 – Senior IM Associate - Cotabato**” to: PHIMAVAC@unhcr.org
- Only applicants meeting minimum requirements will be short-listed and invited for the written test & interviews.
- Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.
- P.11 form can be downloaded from the following links:
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/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm