



# UNHCR

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

<b>Job Title</b>	Assistant Statistics and Data Analysis Officer	<b>Job ID</b>	22810
<b>Location</b>	Bangkok (RB), Thailand	<b>Salary Grade</b>	NA
<b>Hardship Level</b>	A	<b>Family Location Type</b>	Family

### Eligible Applicants

This position is advertised open to internal and external applicants.

### Eligibility:

Candidates must be Thai nationals.

Applicants should consult the Recruitment and Assignment of Locally Recruited Staff (RALS), UNHCR/AI/2020/1/Rev. 1 dated 30 March 2020. If you have questions regarding your eligibility, you may also contact the HR Unit.

### Internal candidates: An applicant who has internal status is

- 1) a staff member holding an indefinite or fixed-term appointment in any duty station in the country.
- 2) Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation.
- 3) Candidates who have been granted group 2 status.

**External candidates:** All the others who meet the essential minimum requirements of the position.

**For internal candidates (Group 1 & Group 2): If you are a current employee of our organization or have been enrolled in Group 2, please use the following link instead:**

[https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhr.msrp.unhcr.org%2Ffpp%2FRAHRPRD\\_2%2FEMPLOYEE%2FHRMS%2Fc%2FHRS\\_HRAM\\_EMP.HRS\\_APP\\_SCHJOB.GBL%3FPage%3DHRS\\_APP\\_JBPST%26Action%3DU%26FOCUS%3DEmployee%26SiteId%3D1%26JobOpeningId%3D22810%26PostingSeq%3D1&data=04%7C01%7Ceiamtong%40unhcr.org%7Cdc7a612b27c47be7fe008d87a469e02%7Ce5c37981666441348a0c6543d2af80be%7C0%7C0%7C637393791005254995%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCJQljoiv2luMzliLCJBTiI6k1haWwliLCJXVCi6Mn0%3D%7C1000&sdata=r4QJgrQkWeR39PzFYq506AcBFdqDoJISdUpfE1qu34%3D&reseved=0](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhr.msrp.unhcr.org%2Ffpp%2FRAHRPRD_2%2FEMPLOYEE%2FHRMS%2Fc%2FHRS_HRAM_EMP.HRS_APP_SCHJOB.GBL%3FPage%3DHRS_APP_JBPST%26Action%3DU%26FOCUS%3DEmployee%26SiteId%3D1%26JobOpeningId%3D22810%26PostingSeq%3D1&data=04%7C01%7Ceiamtong%40unhcr.org%7Cdc7a612b27c47be7fe008d87a469e02%7Ce5c37981666441348a0c6543d2af80be%7C0%7C0%7C637393791005254995%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCJQljoiv2luMzliLCJBTiI6k1haWwliLCJXVCi6Mn0%3D%7C1000&sdata=r4QJgrQkWeR39PzFYq506AcBFdqDoJISdUpfE1qu34%3D&reseved=0)

**For external candidates:** Please submit your **letter of motivation, signed Personal History Form by e-mail** clearly stating the position title, Job ID and your Last Name in the subject line to [RBAPHR@UNHCR.ORG](mailto:RBAPHR@UNHCR.ORG) by the closing date.

The Personal History Form and its supplementary sheet can be downloaded from:

[https://www.unhcr.or.th/sites/default/files/u11/P11\\_UNHCR.docm](https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm) and  
[https://www.unhcr.or.th/sites/default/files/u11/P11SUP\\_UNHCR.docm](https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm)

### Operational Context:

The Assistant Statistics & Data Analysis Officer will function under the direct supervision of the Senior DIMA Coordinator and work closely with the Senior Registration and Identity Management Officer, as well as the Senior Information Management Officer, and is an integral member of the Data, Identity Management and Analysis Unit (DIMA) within the Bureau.

UNHCR's vision is that by 2025, UNHCR is a trusted leader on data and information related to refugees and other affected populations, thereby enabling actions that protect, include and empower. The DIMA will provide support and coordination to country operations within the region to facilitate registration, data and information management activities, including provision of regional statistical reporting and data analysis.

The Assistant Statistics & Data Analysis Officer will provide data science support to the DIMA. In particular, the incumbent will be responsible for capacitating staff, partners and national authorities in the region on statistical data collection and analysis of their datasets. This will require technical mathematics, statistical and computer science skills but also excellent communication and business skills to provide accurate analysis of data, in coordination with functional units and content experts. The incumbent should have some demonstrated skills with statistical modeling and machine learning and an ability to translate raw data into analysis and products for decision-making. The role will entail production of statistical reports, sampling, assessment and survey design and data anonymization. In addition, the individual will be responsible for supporting the Bureau and field operations with analyzing available data for internal and external consumption. Technical skills related to programming and database is also desirable, but not essential.

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 and Qualifications**

#### Strategy/Standards/Policy:

- Support quality assurance and provision of technical advice on statistical analyses and indicators; take part in regional planning processes (regional RRP, regional migration response plans, etc.) and in those at the country level as appropriate and where support is needed.
- Contribute to the development or revision of statistical concepts, definition, standards and classifications used in UNHCR for research and decision-making.
- Contribute to the development of new or improved statistical methods and quantitative models for analyses and projections on forced displacement and statelessness.
- Support implementation of coherence and compliance with organisational standards, methodologies, and support for data analysis activities such as surveys, secondary data reviews, targeting and vulnerability assessments, indicator definition, population estimation, statistical analysis, predictive analytics, big data, international recommendations, data visualisation, official statistics and other statistical and data analysis activities.
- For all data collection or statistical analysis activities, contribute to developing plans and monitor implementation to ensure statistics and analysis are of highest standards.
- Help to ensure that statistical and analytical products produced by UNHCR or with partners meet required standards and are compliant with relevant policies to uphold integrity, veracity, reliability and credibility.

#### Implementation/Delivery/Support:

- Compile, consolidate, validate and disseminate official statistics on populations of concern to UNHCR at country, region or global level, including annual statistics.
- Support the development or revision of methodological approaches and standards for statistical surveys conducted by UNHCR or partner organizations in support of monitoring, assessment, targeting, evaluation, operational plans and results reporting.
- Support the design and implementation of relevant statistical analytical products and input into their production, including quality assurance.
- Support data analysis activities, including on persons of concern derived from UNHCR's data systems such as, registration and identity management, results-based management, back office or other sectoral data systems.
- In coordination with sectoral and other data staff, apply statistical scenarios and models based on historical, recent and seasonal information to support comparative country, regional and global analysis, including political and sociodemographic trends.
- Advise on the appropriate methods and tools to be used in statistical and data analysis activities to be undertaken in region or country, or by other Headquarters units.
- In coordination with sectoral and other data staff, review indicators to be used to report on UNHCR's populations of concern and develop new ones in line with international standards (SMART).
- In close collaboration with relevant experts, support the analysis of technical and sectoral reports and recommend required follow-up actions with regard to the strengthening of statistics and data analysis.
- Draft statistical reports for UNHCR and/or with partners.
- Contribute to the preparation of analytical reports, manuals and web sites in the area of forced displacement and statelessness in the region, notably with regard to statistical methods.
- With information management staff, support consistency in the analytical approach at global, regional and/or country level, including for the purpose of cross-border analysis and response.

#### Partnerships/Coordination:

- Contribute to partnerships and activities relevant to statistics and data analysis in the country, region, or globally and engage with country operations, partners and Governments, as appropriate.
- Participate on behalf of UNHCR in meetings or conferences as needed.
- Where relevant, represent UNHCR's position in regard to refugee statistics and statistical methods with external bodies or provide technical inputs to this representation.

#### Capacity Building:

- Support the implementation of capacity strengthening activities for UNHCR and other stakeholders, including national statistical partners on statistics.
- Support the organization of, and participate in, missions, workshops, seminars, working groups and expert meetings as a regional technical resource person, providing technical documents and drafting relevant reports.

### Minimum Qualifications

#### Education & Professional Work Experience

##### Years of Experience / Degree Level

- One-year relevant experience with Undergraduate degree; or no experience with Graduate degree; or no experience with Doctorate degree.

#### Field(s) of Education

- Social Sciences, Statistics, Demography, Geography/GIS, Epidemiology, Economics, Physical Sciences, Data Science or related field.

#### Certificates and/or Licenses

- Operational Data Management Learning Program.

#### Relevant Job Experience

##### Essential:

One year in data or statistical field or relevant academic training. Knowledge of national and/or international statistical systems. Experience with data analysis, ideally in developmental or humanitarian contexts. Understanding of the principles and concepts of international protection and UNHCR. Experience with data collection and analysis, ideally in field situations. Ability to translate planning-specifications into technical briefs for data collection and analysis, and vice versa. Understanding of different data collection methodologies.

##### Desirable:

Experience in international context and/or in humanitarian or development situation. Field experience, preferably in the context of UNHCR. Knowledge of international protection, human rights and international humanitarian law. Knowledge of UNHCR and interagency policies, standards, programmes and operations. Knowledge of GIS and geospatial systems and techniques. Understanding of civil registration and other national population registration systems. Experience working with or in national statistical offices. Familiarity with planning, programming, strategic planning, project development, budgeting and resource mobilization. Experience working with partners, including host and donor Governments, humanitarian and development partners.

#### Functional Skills

- Data collection methodologies
- Data Management
- Database Design & Development
- Data Collection Analysis
- Metadata Creation & Management
- Statistics Analysis
- Open Source Software & Data
- Population census and econometrics
- Protection Data Management Systems
- Cluster Information Management Tools, Resources and Approaches
- Needs Assessment and Response Analysis
- Data governance, quality assurance and preservation
- Data Interoperability
- Data science methodologies
- Development of and revision of data standards
- Qualitative data analysis

- Quantitative data analysis

### **Language Requirements**

Fluency in English and Thai.

### **Competency Requirements:**

Core Competencies:

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

Managerial Competencies:

- Empowering and Building Trust

Cross-Functional Competencies:

- Analytical Thinking
- Innovation and Creativity
- Technological Awareness

### **Remuneration:**

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

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 achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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 Job Description and will be considered for the screening, shortlisting and selection of candidates.

### **Closing Date**

**Closing Date: Monday, 09 November 2020**