



UNHCR

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

VACANCY NOTICE No.
Senior Data Management Assistant 2016/HRT/041
INTERNAL/EXTERNAL

UNHCR Greece invites applications from qualified candidates for the following position:

Position title	Senior Data Management Assistant
Contract type	Temporary appointment
Category and Grade	General Service, G-5
Duty station	Leros
Duration	Until 31/12/2016 with a possibility for extension
Starting date	Immediately upon recruitment
Closing date	20 October 2016

OPERATIONAL CONTEXT

In response to the exponential turn in the refugee and migrant crisis impacting Europe since the beginning of 2015, UNHCR Office in Greece mobilized efforts to assist the Government in identifying the needs and protection concerns of the refugees. UNHCR coordinates and promotes the implementation of its mandate within the framework of the Refugee Coordination Model with the government, civil society (IPs and Ops) and other relevant international and national stakeholders to provide protection and assistance to the thousands of women, men, boys and girls who found themselves in Greece.

FUNCTIONAL STATEMENT

The position is normally supervised by a Professional or senior General Service staff member who provides the incumbent with regular guidance and support. 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. Contacts are mainly with the colleagues in the same duty station to exchange information and to discuss the work plans. External contacts are not frequent. In the Field locations, under supervision of the manager, the incumbent may play a liaison role with the national and local authorities for gathering and exchange of data.

Accountability

- The Office has reliable and up-to-date data on persons of concern.

Responsibility

- Enter data mainly related to asylum seekers, refugees and other persons of concern to UNHCR into the computer database.
- Prepare reports and project documents by providing information, preparing tables and drafting routine correspondence and reports.
- Assist in compilation of data and interpreting the statistics for various reports.
- Assist in the development of forms for data collection and analysis, if requested.
- Act as interpreter in the exchange of routine information and translate routine documents and correspondence as and when required.
- May be required to collect GIS data, update maps and undertake field trips to project sites.
- Perform any other duty, as requested.

Authority

- Decide on the data recorded in database.
- Decide on appropriate resolution to incidents and escalate issues to the supervisor if incident cannot be resolved within the scope of responsibility.



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ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- Completion of the Secondary Education with post-secondary training/certificate in Electronic Data Processing, Information Technology or related field.
- Minimum 5 years of previous job experience relevant to the function.
- Fluency in English and working knowledge of another relevant UN language or local language.

REQUIRED COMPETENCIES

- Analytical Thinking
- Technological Awareness
- Planning and Organizing

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Knowledge of any other relevant UN or local language.
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) (which can be downloaded from www.unhcr.org/recruit/p11new.doc) and motivation letter by e-mail with the vacancy title **Senior Data Management Assistant 2016/HRT/041** in the subject line to: greatvac@unhcr.org no later than 20 October 2016. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Senior Data Management Assistant 2016/HRT/041 in the subject line will not be considered.**

No acknowledgement of the receipt of the application will be provided.

Shortlisted candidates might be required to sit for a written test and will have to undergo an oral interview. Only shortlisted candidates will be notified. No late applications will be accepted.

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

Deadline for submission of application: 20 October 2016.