



UNHCR

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

VACANCY NOTICE
Senior Data Management Assistant 2017/HRT/064
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 30/06/2017 with a possibility for extension
Starting date	Immediately upon recruitment
Closing date	23 February 2017

OPERATIONAL CONTEXT

Since the beginning of 2016 more than 170,000 refugees and migrants arrived in Greece. With the European Union (EU) - Turkey Statement and the subsequent closure of the Balkan route, a population of around 50,000 refugees are now present in Greece. The strained reception capacity and hosting conditions in Greece are challenged with the arrivals particularly on the islands who now have limited options to continue their onward journey. They are in need of humanitarian assistance, protection and legal support. UNHCR Office in Greece continues to mobilize efforts to assist the Government in identifying their needs and vulnerabilities. UNHCR coordinates and promotes the implementation of its mandate with the government, civil society and other relevant international and national stakeholders to provide protection and assistance to the thousands of women, men, boys and girls who found themselves marooned in Greece. In addition, UNHCR raises awareness of the plight of being in flight through proactive and reactive media relations, several web platforms and it supports initiatives to increase the understanding among local communities who have been supporting refugees and migrants which often was a challenge given the outfall of the country's economic crisis and the lack of capacities particularly on the islands.

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.



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- 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.

REQUIRED COMPETENCIES

- Analytical Thinking
- Technological Awareness
- Planning and Organizing

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 and local language.

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 2017/HRT/064** in the subject line to: greatvac@unhcr.org no later than 23 February 2017. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Senior Data Management Assistant 2017/HRT/064 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: 23 February 2017.