



# UNHCR

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

**VACANCY NOTICE**  
**Assistant Information Management Officer 2016/HRR/055**  
**INTERNAL/EXTERNAL**

***THIS VACANCY CONCERNS ONLY GREEK NATIONALS***

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

<b>Position title</b>	Assistant Information Management Officer
<b>Position Number</b>	10025191
<b>Contract type</b>	Fixed Term contract
<b>Category and Grade</b>	National Professional, NOA
<b>Duty station</b>	<b>Athens</b>
<b>Duration</b>	1 year with a possibility for extension
<b>Starting date</b>	Immediately upon recruitment
<b>Closing date</b>	<b>1 November 2016</b>

### **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 Assistant Information Management Officer 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.

### **Accountability**

- 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.

### **Responsibility**

- 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.



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- 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.
- 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.

## **ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED**

- University degree in information technology, demography, statistics, social sciences or any related area.
- At least 2 years of relevant work experience.
- Knowledge of the UN system and the humanitarian community.
- 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.
- Excellent knowledge of English and working knowledge of another UN language, and very good knowledge of local language and local institutions.

## **REQUIRED COMPETENCIES**

- Judgement and Decision Making
- Analytical Thinking
- Technological Awareness
- Planning and Organizing

## **DESIRABLE QUALIFICATIONS & COMPETENCIES**

- Proficiency in a second official UN language is desirable.
- Successful participation in the Operational Data management Learning Programme is desirable.
- 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 is desirable.
- Experience with HTML, PHP, ASP and/or Java is an asset.



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## **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](http://www.unhcr.org/recruit/p11new.doc)) and **Motivation Letter** by e-mail with the vacancy title **Assistant Information Management Officer 2016/HRR/055** in the subject line to: [greatvac@unhcr.org](mailto:greatvac@unhcr.org) no later than 1 November 2016. Only applications submitted by e-mail with a **signed P.11 form** will be considered. **Emails without vacancy title Assistant Information Management Officer 2016/HRR/055 in the subject line will not be considered.**

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: 1 November 2016.**