



UNHCR

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

VACANCY NOTICE Operations Data Manager (Cash) 2016/HRT/052 INTERNAL/EXTERNAL

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

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| Position title | Operations Data Manager (Cash) (2 positions) |
| Contract type | Temporary Appointment |
| Category and Grade | General Service, G6 |
| Duty station | Athens (Roving) |
| Remuneration | Salary and entitlements as per UN Staff Rules & Regulation |
| Duration | Until 31/12/2016 with a possibility for extension |
| Starting date | Immediately upon recruitment |
| Closing date | 1 November 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 Operations Data Manager (Cash) is responsible for the management of data collection and reporting activities in field operations. The incumbent liaises with relevant Officers in the regional hubs or sections in headquarters, as applicable, for technical guidance on data management. He/ She normally supervises some support staff.

Accountability

- UNHCR has reliable and up-to-date data on persons of concern.
- UNHCR registration and ProGres database are maintained with high quality so that it will be used for the operational planning and producing relevant reports and statistics.

Responsibility

- Manage the use, maintenance and technical support of databases used in the operation (registration, voluntary repatriation, resettlement, etc.) including planning and overseeing data collection, input and verifications; production of standard and ad hoc reports.
- Analyse and respond to report requests from UNHCR staff, local governments, partners, donors and Headquarters.
- Support CBI National Expert, minutes and links with Field.
- Facilitate and /or undertake additional data collection activities including planning and coordinating data collection methodologies and analysis with relevant staff of other offices in the country, Regional Hub and/or Headquarters, as applicable.
- Be responsible for the registration (“ProGres”) database, oversee data input and reporting in close collaboration with other officers (protection, registration, community services, etc.).
- Assist in training of UNHCR staff as well as staff members of implementing partners in relevant aspects of data management.
- Liaise with Headquarters on new reporting requirements and procedures as needed; conduct data collection audits in order to ensure that no unnecessary data collection is



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- occurring and to ensure that all necessary data is being captured; assist in development of new data collection and data analysis tools, including efficient data capturing forms; and create and maintain databases and spreadsheets that meet operational requirements.
- May be required to coordinate with GIS officers to ensure that data collection is compatible with GIS as necessary.
 - Archive and backup database systems; ensure security of databases; perform database administrator functions.
 - Assist in compiling and calculating statistics for resettlement, population figures, indicators, and other standard, annual, periodic and special statistical reports.
 - Assist all units in creation, design and maintenance of database and spreadsheets that meet operational requirements.
 - Perform other related duties as required.

Authority

- Authorize updates and amendments of ProGres data and the ProGres SOP.
- Design operational reports, statistics, and other relevant data collection forms.

ESSENTIAL MINIMUM QUALIFICATIONS & PROFESSIONAL EXPERIENCE REQUIRED

- University Degree in Statistics, Economics, IT or related fields.
- Minimum 4 years of previous job experience relevant to the function or in data management, statistics, analysis and information technology.
- Excellent knowledge of English and working knowledge of another UN language.

REQUIRED COMPETENCIES

- Empowering and Building Trust.
- Managing Performance.
- Judgement and Decision Making.
- Leadership.
- Analytical Thinking.
- Technological Awareness.
- Planning and Organizing.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Familiarity with ProGres and registration system.
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Technical GIS knowledge.
- Knowledge of another relevant UN or local languages.



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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) and **Motivation Letter** by e-mail with the vacancy title **Operations Data Manager (Cash) 2016/HRT/052** in the subject line to: 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 Operations Data Manager (Cash) 2016/HRT/052 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.