UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Job Requisition Number: JR2310140

Title of Post	**Associate Information Management Officer**	**Category/grade**	**National Professional Officer, NOB**
Post Number	**31000851**	**Type of contract**	**Fixed-term Appointment**
Location	**Caracas, Venezuela**	**Date of Issue**	**13 January 2023**
The Effective Date of Assignment	**1 July 2023**	**Closing Date**	**31 January 2023**

Operational Context / Desired candidate profile:

The UNHCR Data Transformation Strategy 2020-2025 envisions that by 2025 UNHCR becomes a trusted leader on data and information related to refugees and other persons of concern, thereby enabling actions to protect and to empower persons of concern. The Strategy stipulates investing in four complementary priority areas: data management and governance; information systems; capacities and skill development; and culture for evidence-informed decision-making. The strategy envisages data and information management functions in UNHCR carried out in a complementary and inter-linked manner between Headquarters Divisions and Services, Regional Bureaux, Country Operations and key external partners, including persons of concern.

Under the direct supervision of the Deputy Representative, the Associate Information Management Officer supports data and information management activities in the relevant country. S/he is part of a team of data and information management staff and supports coordination among staff working on information and data management activities and liaison with Headquarters/Region/Country on data related issues.

Information and data management staff are responsible for coordinating, planning and delivering on data and information activities for all UNHCR operational contexts, responses and populations of concern, including providing coordination and leadership in partnerships on data with all stakeholders - including persons of concern. They serve the entirety of UNHCR staff and activities, including protection, programme, operations, external relations and executive management for evidence-informed planning, advocacy, and coordination. They are key in ensuring multi-stakeholder, multi-sector, and multi-country activities are provided with robust and meaningful data and information to support planning, funding and advocacy efforts. This includes both internal and external assessments, regional and country-based planning and monitoring activities such as the COPs, CRRF, RRPs, HNOs, HRPs, and Cluster Plans. Therefore prior experience in these areas is essential.

Information and data management covers the assessment, design, implementation and evaluation of data and statistical related activities. This includes assessment of the information landscape; definition of information and data needs; design of data and information activities, including data collection, analysis, storage and dissemination; implementation of data and information management activities; and monitoring and evaluation of data management activities. The focus is largely operational data along with financial and HR data related to assessment, planning, monitoring and evaluation. This is the data, information and analysis needed to deliver robust and comprehensive assessments and evaluations, and to support results-based planning, monitoring and reporting implemented by UNHCR and by its partners. The role of the data and information management staff is to provide the necessary quality assurance and technical support for the full range of the data and information management and analysis activities to countries and regional offices; to ensure these process are in accordance with technical standards for data and information management; and to undertake regional or country data and information management (definition, collection, analysis, storage and

dissemination) activities. In addition they are responsible for coordinating HQ and external support to the country and regional offices, to liaise with relevant bodies on relevant data and statistical matters; to monitor the quality of data and information management activities in country/regional or HQ; to design and implement global, regional or country-based data strategies and systems; to ensure data and information activities are implemented in according with data privacy policies, global data sharing agreements and data protection regulations; to communicate the status, value and importance of data; to provide the data, information and analysis needed for global analysis; and to identify risks and opportunities based on insights derived from data.

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.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power. As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

Please also note that recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against COVID-19.

Duties:

Coordinate data and information management activities
- Participate in the data and information management team and activities.
- Contribute to the design and implement data strategies and systems.
- Assist the data team and others communicate the status, value, and importance of data.
- Support the collection, storage, management and protection of data.
- Support consolidation of data systems, including the interoperability of operational data and systems.
- Ensure consistency of data and results for country, global and regional analysis, including cross border analysis and response.
- Support the coordination with HQ, external and regional partners on data and information management efforts
- Take part the relevant IM network (internal and external) on refugee. IDP, etc and related issues.
- Support data security, data protection and responsible data-sharing.

Support offices with data and information management
- Support the analysis of primary and secondary data for interpretation and evidence-informed decision making.
- Support the monitoring of data and information management activities in offices for integrity, veracity, reliability and credibility and compliance with policies.
- Provide technical and training support to operations.
- Support assessments and situational analysis process with analytical frameworks, data collection, and analysis (standards, methodologies).
- Support planning process (standards, methodologies) with data and statistical analysis and quality assurance on Theories of Change and indicators.
- Support monitoring by providing quality assurance to the monitoring methodologies, data collection and analyses.

- Review and assess country or region-specific data systems and needs; provide recommendations to regional bureau.

Undertake data and information management activities at the Global/Regional/Country level
- Help consolidate data and information for country, regional and global analysis.
- Undertake data management activities (definition of needs, data collection, analysis, storage and dissemination)
- Support analysis for comparative country, regional and global analysis, including political and socio-economic trends.
- Take part in planning processes (COPs, regional RRP, regional migration response plans, etc.).
- Support cross-country assessment and situational analysis, such as in regional RRP situation or COP.
- Support the analysis of trends concerning changes at the outcome and impact levels.
- Develop information management products such as indicators, templates, maps and dashboards.
- Help ensure data is curated and stored in data registries and libraries in accordance with standards.
- Undertake geospatial and statistical analysis.
- Provide population movement tracking systems and other population data systems.
- Support web-based data portals.
- Support solutions for meeting 'communication with communities' information and data needs.

Work in close collaboration with
- All staff to further data literacy and assist in interpretation the data;
- Registration staff regarding the use of individual and personally identifiable data collected or managed by UNHCR;
- Programme staff on the data and information aspects of assessment, targeting and monitoring (three most data driven aspects of the OMC);
- Cluster coordinators and partners on data and information needs in UNHCR-led cluster operations, including HNO and HRP processes.
- Inter-agency staff on the development, coordination and monitoring of country and/or regional responses plans;
- Protection staff on the design, implementation and analysis of protection and case monitoring systems;
- Operations coordinators and reporting officers on the design and delivery of data and information management products for internal and external consumption;
- Sectors technical experts on the methodologies, formats, storage and dissemination of sectoral data and information, including cross sector analysis.
- Senior management to understand and serve their information and knowledge needs.
- Perform other related duties as required.

Minimum Qualifications:

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

Social Science;	Statistics;	Information Management;
Physical Science;	Economics;	Data Science;
Geography;	GIS;	Engineering;
Demography;	Computer Science;	or other relevant field.

(Field(s) of Education marked with an asterisk* are essential)

Relevant Job Experience

Essential
Experience with data sharing, data management and data analysis to support policy formulation and implementation.

Desirable
Knowledge of national and international statistical systems; knowledge of international protection, human rights and international humanitarian law; experience in data collection and analysis in field situations; knowledge of GIS and geospatial systems and techniques.

Functional Skills

DM-Data collection methodologies
DM-Data Management
DM-Database Design & Development
MS-Data Collection Analysis
DM-Metadata Creation & Management
MS-Statistics Analysis
DM-Open Source Software & Data
DM-Population census and econometrics
DM-Protection Data Management Systems
DM-ArcGIS (Geographic SP-Topographic Surveying Information System)
SP-Mapping Software
DM-Cartographic Skills
SP-Design tools such as Global Positioning System (GPS)
PR-Cluster Information Management Tools, Resources and Approaches
PG-Needs Assessment and Response Analysis
DM-Data governance, quality assurance and preservation
DM-Data Interoperability
DM-Data science methodologies
DM-Development of and revision of data standards
DM-Qualitative data analysis
DM-Quantitative data analysis

(Functional Skills marked with an asterisk* are essential)

Language Requirements:
For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language**.

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

Eligibility:

Candidates must be Venezuelan Nationals.

Interested staff members should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (*RALS, UNHCR/AI/2020/1/Rev.1*). If you have questions regarding your eligibility, you may also contact the HR Unit.

In line with the RALS, the below category of candidates are eligible to apply for internally/externally advertised NPO vacancies.

Internal candidates: Current NPO staff members holding an indefinite or fixed-term appointment are eligible to apply to advertised positions in the NPO category at their personal grade and one grade below or above.

Candidates with UNHCR experience: Current GS staff members holding an indefinite or fixed-term appointment in the country of the vacancy, staff members holding an indefinite or fixed-term appointment in other categories (P/FS), staff loaned/seconded from another UN organization/international organization/government entity, staff members on temporary appointment, affiliate workforce, interns, as well as former UNHCR locally recruited staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females).

External candidates: All other candidates are eligible to apply to positions in the NPO category as external candidates, holding a university degree and fulfilling eligibility requirements, regardless of grade or length of service, who may apply to any vacant NPO position in their country of assignment for which they qualify. External candidates must meet the essential minimum requirements of the position.

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 and please refer to the relevant category / grade level at: http://icsc.un.org

Submission of Applications:

- **Interested internal applicants and candidates with UNHCR experience need to apply online via Workday / Career Page by searching for the vacancy by location / country of assignment. Please make sure to update your Career profile first in Workday before applying for the position.**

- **External applicants also need to apply online via Workday** and can access the recruitment platform via below link and search for the job by location, country of assignment:

  https://unhcr.wd3.myworkdayjobs.com/External

- Prior to applying, please make sure that your Workday Career Profile is accurate and up-to-date. There are several resources available to support you.

  👉 How do I fill in my Career Profile (job aid)
  👉 Find out how to build a strong Career Profile (video)

- All applications for UNHCR positions are processed in Workday. This **demonstration video** and **this checklist** will guide you through the key steps of applying. Once you have finalized your application,

you can check the status of your application by visiting the Career page / My Applications tab in Workday. The **FAQ's** (under the video) list some of the most common questions and answers around this process.

- **All applications must be submitted online in Workday. Email applications are no longer accepted.** Not signed, incomplete and late applications will not be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates will be subject to functional assessment, clearance and will be required to sit for a written test and oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

- The evaluation of applicants will be conducted based on the information submitted during the application. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

- UNHCR is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, sexual orientation, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization. UNHCR seeks to ensure that male and female employees are given equal career opportunities. All applications will be treated with the strictest confidentiality.

- UNHCR has a zero-tolerance policy against Sexual Exploitation and Abuse (SEA). SEA is unacceptable behavior and prohibited conduct for UNHCR personnel. It constitutes acts of serious misconduct and is therefore grounds for disciplinary measures, including dismissal. Any concerns or suspicions about a possible case of SEA should be reported immediately to the Inspector General's Office (IGO) at inspector@unhcr.org or through the online complain form at https://www.unhcr.org/php/complaints.php or by confidential fax: +41 22 739 73 80.

- UNHCR only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at http://www.whed.net/.

- For any technical problems encountered during the online application, please send an email to the below email address titled **"Online VA Query-your name and surname".** Human Resources Caracas VENCAHR@UNHCR.ORG