

## UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

**Job Requisition Number: JR2309949**

<b>Title of Post</b>	<b>Senior Information Management Assistant</b>	<b>Category/grade</b>	<b>General Service, G5</b>
<b>Post Number</b>	<b>31002265</b>	<b>Type of contract</b>	<b>Fixed-term appointment</b>
<b>Location</b>	<b>Caracas, Venezuela</b>	<b>Date of Issue</b>	<b>13 January 2023</b>
<b>The Effective Date of Assignment</b>	<b>1 July 2023</b>	<b>Closing Date</b>	<b>31 January 2023</b>

### Operational Context / Desired candidate profile:

The Senior Information Management Assistant supports the production and dissemination of information on the population of concern, including but not limited to the Protection and Programme information, including requests from the Public Information and External Relations unit. The Senior Information Management Assistant must be proactive, constantly motivated, and must have the capacity to innovate and update its knowledge about systems, particularly in Geographic Information Systems. Provides support to the Associate IM Officer of the operation in the IM team coordination in the Field; also with implementing partners and counterparts. The Senior IM Assistant masters techniques for staff training, and should have teaching skills that facilitate teamwork from an inclusive and concerted perspective. Motivation to achieve objectives and a fast adaptability to changes in the strategic priorities of the operation are needed. Therefore previous experience in all these areas is needed.

The position is supervised by a more senior position at the field level and receives functional guidance and support from IM specialists at country/regional and global level. 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. The incumbent may play a liaison role with the national and local authorities for gathering and exchange of 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:**

- Assist in operationalizing country-specific common data standards and promoting them with partners.
- Assist in compiling and aggregating 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.
- May be required to collect GIS data, update maps and undertake field trips to project sites.
- May be required to participate in Needs Assessment processes, specifically in data collection, processing/collation and data exploration.
- Liaise with partners and represent UNHCR in meetings related to the functions.
- Decide on appropriate resolution to data management problems and escalate issues to the supervisor if incident cannot be resolved.
- Perform other related duties as required.

## **Minimum Qualifications:**

### **Education & Professional Work Experience**

#### **Years of Experience / Degree Level**

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

#### **Field(s) of Education**

Not applicable.

#### **Certificates and/or Licenses**

Information Technology,  
Social Sciences

Demography, Statistics  
Operational Data management Learning Programme

(Certificates and Licenses marked with an asterisk\* are essential)

#### **Relevant Job Experience**

##### **Essential**

Experience with handling confidential data and demonstrated understanding of different data collection methodologies.

##### **Desirable**

Successful participation in the Operational Data management Learning Programme. 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. Experience with HTML, PHP, ASP and/or Java is an asset. Ability to formulate IM-related technical requirements and Operating Procedures.

#### **Functional Skills**

DM-Data collection methodologies

IM-Epi Info Software

IT-Geographic Information Systems (GIS)

IM-Information Management (related technical requirements & Operating Procedures)

IM-Statistics Analysis

IT-Microsoft Excel

(Functional Skills marked with an asterisk\* are essential)

**Language Requirements:**

For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.**

**Competency requirements:****Core Competencies**

Accountability  
Communication  
Organizational Awareness  
Teamwork & Collaboration  
Commitment to Continuous Learning  
Client & Result Orientation

**Managerial Competencies**

Not specified.

**Cross-Functional Competencies**

Analytical Thinking  
Innovation and Creativity  
Technological Awareness

**Eligibility:**

Interested staff members should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (RALS, UNHCR/AI/2020/1/Rev.2). 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 vacancies.**

**Internal candidates:** Current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or 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 applying to two grades above their own, staff members holding an indefinite or fixed-term appointment in other categories (P/FS/NPO), 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:** External candidates must meet the essential minimum requirements of the position, candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

**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 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 will not be accepted.** Not signed, incomplete and late applications will not be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates will be required to sit for a written test and/or 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](mailto: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](mailto:VENCAHR@UNHCR.ORG)