Established in December 1950, the Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern. For more than six decades, UNHCR has helped dozens of millions of people restart their lives. UNHCR is now looking for:

Information Management Officer Profile

For Junior (P2), Mid (P3) and Senior (P4) Level Positions

The Information Officer is responsible for designing and implementing a country-specific Information Management strategy to analyse and disseminate information on the population of concern to the Country Office including, but not limited to, Protection and Programme information. Where information gaps exist, the Information Management Officer may help setting up primary data collection systems and organise needs assessments, which may also involve other stakeholders.

Typical functions may include:

- Draft and manage the information management strategy - including the internal management of information within UNHCR, document management, flows of information and discovery of data/information - and define operational and funding requirements for the implementation of the strategy.
- Analyze regional data, identify and address information management gaps, and facilitate information sharing between countries in the region, including through the regional web portal.
- Identify new information and data requirements to support operations and partners in the region, and provide emergency response information management support to country operations within the region.
- Design and implement a structured dissemination plan for all information products and services as appropriate (e.g. web portal, mailing list, information centres, etc.) including the definition of standard operating procedures for clearing information products for release.
- Set standards for operational, geographical and population data to be used throughout the region, maintain and distribute standards to IM officers and others working with operational data in the region, including partners.
- Work closely with the Senior Regional Registration Officer to ensure consistency and inter-operability between registration data and other operational data sets, and consistency between regional registration and information management strategies, as well as on population statistical reporting.
• Support the promotion of data and information sharing within the humanitarian community as well as the adoption of global data standards, and where appropriate, the establishment of country-specific common data standards.

• Provide Information Management services to support monitoring activities within Sectors in a refugee emergency and to UNHCR led Clusters in IDP related emergencies; in areas of information flows, dissemination, processing, analysis, standard setting and dissemination.

Minimum qualifications and professional experience required:

For positions at the P2 level

- **Education**: University degree in Information Technology, Demography, Statistics, Social Sciences or a related field.
- **Job experience**: Minimum of 2 years of relevant experience with Advanced University/Master’s degree (4 years with University/Bachelor’s Degree).
- **Skills**: Knowledge of different data collection methodologies. Proven skills to analyse statistical information. Ability to formulate IM-related technical requirements and Operating Procedures. Ability to translate planning-specifications into technical briefs for data capture and analysis, and vice versa.
- **Languages**: Excellent knowledge of English and good working knowledge of another UN language.

For positions at the P3 level

- **Education**: University degree in Information Technology, Demography, Statistics, Social Sciences or a related field.
- **Job experience**: Minimum of 6 years of relevant (international) job experience with Advanced University/Master’s Degree (8 years with University/Bachelor’s Degree)
- **Skills**: Knowledge of different data collection methodologies. Proven skills to analyse statistical information. Ability to formulate IM-related technical requirements and Operating Procedures. Ability to translate planning-specifications into technical briefs for data capture and analysis, and vice versa.
- **Languages**: Excellent knowledge of English and good working knowledge of another UN language.

For positions at the P4 level

- **Education**: University degree in Information Technology, Demography, Statistics, Social Sciences or a related field.
- **Job experience**: Minimum of 10 years of relevant (international) job experience with Advanced University/Master’s Degree (12 years with University/Bachelor’s Degree).
- **Skills**: Knowledge of different data collection methodologies. Proven skills to analyse statistical information. Ability to formulate IM-related technical requirements and Operating Procedures. Ability to translate planning-specifications into technical briefs for data capture and analysis, and vice versa.
- **Languages**: Excellent knowledge of English and good working knowledge of another UN language.