

# Operations Data Management Officer Profile

## **Various Locations**

### **Grade: Junior (P2) and Mid (P3) Level Positions**

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. It is constantly seeking talented, compassionate candidates with high-integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of UNHCR's work, it is essential that its workforce has the right mix of skills and qualities to fulfil its mandate.

The Operations Data Management Unit at UNHCR is looking for talented individuals to compliment the team. This position is responsible for the management of regional data collection and reporting activities in field operations and for training field staff on data management and analysis. The incumbent liaises with operational partners and headquarters to support data management.

### **Typical functions may include:**

- Facilitate and/or dispatch data collection in the regional operations, including data collection methodology, data processing and data analysis.
- Ensure responses to report requests from local staff, local governments, partners, donors and headquarters.
- Liaise with headquarters on new reporting requirements and procedures.
- Ensure that relevant data elements are collected in a standardized way that is compatible with Geographic Information System (GIS).
- Coordinate with GIS Officers in the field and Senior GIS Officers in headquarters to define data structure, interfaces and algorithms.
- Liaise with implementing and operational partners on data issues, participate in and/or organize inter-agency data groups at the Field level, and, if necessary, advise partners on methodological issues and promote timely reporting of data, according to agreed standards, for which they are responsible.
- Conduct data collection audits in order to ensure that no unnecessary data collection is occurring and to ensure that all necessary data is being captured.
- Record explicit data audit trails and metadata elements when calculating statistics, such that data sources, data quality and the methods of calculation are systematically kept.
- Develop new data collection and data analysis tools, including efficient data capturing forms.

- Manage the registration (“ProGres”) database, oversee data input and reporting in close collaboration with other officers (protection, registration, community services, etc.)
- Create and maintain databases and spreadsheets that meet operational requirements.
- Convert, import and export data from systems as required.

## **Minimum Qualifications and Professional Experience Required:**

### **For positions at the P2 level**

- Education: Degree in Computer Science, Demography, Geography, Statistics, Economics or a related fields.
- Job experience: Minimum 2 years of relevant experience with graduate degree (equivalent of a Master’s), 3 years with undergraduate degree (equivalent of a BA/BS) in data management, statistics, analysis, information technology and administration.
- Languages: Proficiency in English is required.

### **For positions at the P3 level**

- Education: Degree in Computer Science, Demography, Geography, Statistics, Economics or a related fields.
- Job experience: Minimum 5 years of relevant (international) job experience with graduate degree (equivalent of a Master’s), 6 years with undergraduate degree (equivalent of a BA/BS) in data management, statistics, analysis, information technology and administration.
- Experience in managing monitoring and surveillance systems in humanitarian organizations or in large, complex organizations or familiarity with ProGres and registration system.
- Act as a local lead in compiling and calculating statistics.
- Train local staff and/or organize training in data management best practices.
- Languages: Proficiency in English is required.

**To apply, please visit:** [International vacancies](#).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.