

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

Title of Post	Information Management Associate	Category/grade	LICA6 (GS6)
Post Number	N/A	Type of contract	Individual Contractor Agreement
Location	UNHCR Almaty, Kazakhstan	Date of Issue	27 June 2022
Effective date of assignment	ASAP	Closing Date	10 July 2022

The above vacancy is announced in the United Nations High Commissioner for Refugees (UNHCR) Representation to Kazakhstan, Kyrgyzstan, Uzbekistan and Turkmenistan in Almaty, Kazakhstan.

UNHCR is committed to providing a trusted, respectful and inclusive environment where the people we serve and those who work for the organization feel safe, heard, equipped and empowered to speak up for themselves. UNHCR is also committed to responding and preventing sexual exploitation and abuse as well as sexual harassment.

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

1. General Background

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Globally, UNHCR operates in over 130 countries, using our expertise to protect and care for millions.

The UNHCR Representation to Kazakhstan, Kyrgyzstan, Turkmenistan and Uzbekistan is located in Almaty, providing overall coordination and strategic oversight of UNHCR operations through National Offices in Nur-Sultan, Kazakhstan and Bishkek, Kyrgyzstan. As a non-resident agency, UNHCR has a small presence in Tashkent and Termez, Uzbekistan, and implement projects in Turkmenistan through NGO partners.

Forcibly displaced and stateless people often fall through the cracks and are not systematically included in national data collection efforts, such as national surveys and other relevant socio-economic profiling. Their specific protection concerns, their rights and needs thus remain untold and unaddressed.

In line with UNHCR's Data Transformation Strategy, we have a vital role to play in generating and using information on forced displacement and statelessness in support of protection and solutions for persons of concern.

2. Purpose and Scope of Assignment

The Information Management Associate will report to Programme Officer in charge with the Result Monitoring Survey (RMS) Pilot Project. Everyday tasks will be performed in collaboration with other UNHCR Admin/Programme and Protection Staff.

The Information Management Associate supports the production and dissemination of information on the population of concern, including but not limited to Protection and Programme information.

The incumbent operationalizes data standards developed at the central level in field operations, compiles and explores data from all populations of concern. S/he supports the Programme Team and UNHCR's implementing partners in the choice of indicators for monitoring to be included in sub-agreements as well as the Protection Team in operationalizing protection monitoring systems.

The purpose of the RMS is to facilitate and harmonize survey-based data collection for impact and outcome level results monitoring specifically, while also contributing to building the basic infrastructure and capacity for regular survey implementation more broadly.

Regularly collecting household-level data will provide us with essential information to monitor the safeguarding of rights and the well-being of our persons of concern. Quality and timely survey-based data will help us improve evidence-based planning and programming, allocate resources more effectively, demonstrate accountability, and inform our communications and advocacy efforts.

The Information Management Associate will support implementation arrangements of the RMS in Kazakhstan, Kyrgyzstan, Uzbekistan and Turkmenistan, through systemizing survey-based data for their multi-year strategies' impact and outcome level indicators for UNHCR persons of concern.

The Information Management Associate will be required to perform the duties as follows:

- Operationalize country-specific common data standards and promote them with partners, including UNHCR data standards and the IASC Common Operational Datasets.
- Compile and aggregate information elements required to produce standardized information products and implement data/information collection plans for baseline and context-specific data.
- Collect, collate and process information and perform data quality and consistency control.
- Produce summary statistics.
- Support the coordination of data collection teams.
- Support and leverage geographic data for map production and use in geographic information systems (GIS).
- Share UNHCR data with partner agencies and maintain Portal data and information in-line with agreed frequencies.
- 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.
- Make recommendations and provide advice on the technical information management requirements.
- Perform other related duties as required.

3. Monitoring and Progress Controls

- Support quality assurance and provide technical advice on statistical analyses and indicators.
- Contribute to the development of new or improved statistical methods and quantitative models for analyses and projections on forced displacement and statelessness.
- Liaise with UNHCR RMS experts to identify statistical needs and develop appropriate statistical products according to defined standards.

4. Qualifications and Experience

a. Education

Degree in demography, statistics, economics, data science, quantitative social sciences, public policy or a related field.

Specific training relevant to function of the position including Information Technology and UNHCR Operational Data Management Learning Programme are desirable.

b. Work 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).

Essential

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

Desirable

Experience in web design and software development is an asset. Ability to formulate IM-related technical requirements and Operating Procedures.

Computer skills (in MS office) including proficient Excel skills (pivot tables, data management, etc.) and DM-ArcGIS (Geographic Information System), as well as MS-Statistics Analysis are desirable.

c. Key Competencies

Core Competencies

Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning

Cross-Functional Competencies

Analytical Thinking
Innovation and Creativity
Technological Awareness

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.

Only nationals of the country are eligible to apply to this position.

Submission of Applications:

Closing date is 10 July 2022, 24:00 the latest. Applications (UNHCR Personal History Form) should be duly completed, signed and sent to the e-mail address: KAZALHR@unhcr.org

Subject line should precisely indicate "Applicant's name, VA for the IMA Post, LICA6, UNHCR Almaty".

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview.

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality, and culture. All applications will be treated with the strictest confidentiality.

UNHCR Almaty, Kazakhstan, 27 June 2022