

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES

INTERNAL/ EXTERNAL VACANCY NOTICE

Title of Position:	Senior Information Management Assistant
Contract type:	UNOPS Individual Contractor Agreement
Category & Level:	LICA-5 (equivalent of G5)
Location:	Bucharest, Romania
Closing Date:	11 November 2021 at 00:00

1. Organizational Setting and Work Relationships

The Senior Information Management Assistant assists in the production and dissemination of information on the population of concern, including but not limited to Protection, Communications and Programme information.

The position will report directly to the Representative and will receive functional guidance and support from IM specialists at regional and global level as well as Protection, Programme and Communications at country 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 authorities, other partners, and refugee communities for gathering and exchange of data.

The incumbent is engaged in developing and implementing information management tools and resources of border, reception, detention, child protection and integration monitoring for the office and NGO partners. He/she compiles statistical data on persons of concern for UNHCR in Romania, including reporting on UNHCR's core indicators and liaises with relevant regional and HQs units. He/she assists in the production and dissemination of content for external audiences, including visual multimedia content for print and digital platforms. The incumbent will assist in the production of ad-hoc thematic reports by analysing fact-based quantitative and qualitative data insights related to internal and external activities.

All UNHCR workforce 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.

2. 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.

3. 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*

Relevant Job Experience

Essential

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

Desirable

Proficiency in visualisation software products (i.e. Kobo, PowerBI, SPSS Statistics), in layout and image processing software (i.e. Adobe Illustrator, Photoshop and Indesign) and experience with visual arts (Photography, graphic design) would be an asset.

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

Language Requirements

Knowledge of English and Romanian is mandatory.

4. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

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

5. Additional Information

Candidates must be legally present in Romania at the time of recruitment and hire. Only applicants with fluent English and Romanian will be shortlisted.

If you wish to be considered for this vacancy, please submit your [Personal History Form \(P11\)](#) and its [supplementary pages](#), motivation letter and CV by e-mail with **“LAST name – VN/ROMBU/2021/003 – Senior Information Management Assistant”** in the subject line to: rombupst@unhcr.org by **11 November 2021**.

Shortlisted candidates may be required to sit for a test. Only short-listed candidates will be notified. Not signed, incomplete and late applications will not be accepted.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training) or any other fees.

All UNHCR workforce members must individually and collectively, including in particular when supervising others, contribute towards a working environment where each person feels safe, and empowered to perform their duties by demonstrating no tolerance for sexism, gender inequality, discrimination, abuse of power, harassment including sexual harassment, and sexual exploitation and abuse. As individual workforce members and as managers, all

must be proactive in preventing inappropriate conduct, support ongoing dialogue on these matters and take these issues seriously by speaking up and seeking guidance and support from relevant UNHCR resources, as well as, when required/appropriate, report, for corrective action to be taken, whilst considering a victim-centered-approach.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.