United Nations High Commissioner for Refugees

Vacancy Notice

26 September 2019

EXTERNAL VACANCY ANNOUNCEMENT No: 19/HCR/KGL/VN/058

Title of Post: Data Management Associate
Post Number: TA
Duty Station: Nyamata, Rwanda
Category and Level: G6
Duration of assignment: Initially up to December 2019
Entry on Duty: Immediate
Closing date of application: **06 October 2019**

ORGANIZATIONAL CONTEXT

The position is supervised by a professional staff member who provides the incumbent with general guidance and workplans. The incumbent works quite independently with an oversight from the supervisor. The position may directly supervise some support staff.

Contracts are mainly with the colleagues in the same duty station to exchange information and to discuss the work plans. External contacts are with the national and local authorities for gathering and exchange of data.

FUNCTIONAL STATEMENT

Accountability:

- The Office has reliable and up-to-date data on persons of concern.
- Standard and ad-hoc reports are produced. Trends and patterns of data are analysed and interpreted

Responsibility:

- Manage the use, maintenance and technical support of databases used in the operation, including planning and overseeing data collection, input and verifications; production of standard and ad hoc reports.
- Generate statistical reports based on the standard reporting formats and ad-hoc reports, charts and tables as required by the management.
- Provide training, as necessary, to UNHCR staff as well as staff-members of implementing partners in relevant aspects of data management.
- May be required to coordinate with the GIS officer to ensure that data collection is compatible with GIS.
- Archive and backup database systems; ensure security of databases; perform database administrator functions.
- Assist in development of new applications/Databases needed by the UNHCR Offices/Units in area of responsibilities in order to perform their tasks smoothly.
- Ensure that the clients' databases are up-to-date by identifying and keeping what is relevant and accurate in an accessible manner.
- May be required to support registration activities including ProGres technical support and on-site assistance.
- May be required to support Voluntary Repatriation activities including reconciliation of VolRep data from country of asylum and encashment Centers, verification of Voluntary Repatriation Forms (VRFs) and coordination with VolRep Centers (VRCs) on information issues.
- Perform other duties as required.

Authority
- Develop forms and tools for data collection and analysis.
- Have access to relevant data and records.

ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE

- Education: Completion of Secondary School with certificate/training in Information Technology & Database Management.
- Minimum 6 years of previous relevant experience.
- Excellent knowledge of computer software and database applications
- Fluency in English and working knowledge of another relevant UN language or local language
- Analytical Thinking
- Innovation and Creativity
- Technology Awareness

DESIRABLE QUALIFICATION & COMPETENCIES
- Training Skills.
- Knowledge of UNHCR programmes and activities.
- Technical GIS knowledge.

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your application on http://rwanda.unhcr.io by **06 October 2019.**

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

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

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 at: http://icsc.un.org