

**The Operation of the United Nations High Commissioner for Refugees (UNHCR) in Ukraine invites qualified candidates to apply for the following vacancy:**

**Functional Title & Grade: Data Assistant / LICA 4**  
**Contractual Status: UNOPS contract until 31/12/2020**  
**Duty Station: Sloviansk, Ukraine**

**Date of Issue: 24/01/2020**

**Deadline for applications: 07/02/2020**

## EXTERNAL VACANCY ANNOUNCEMENT

### OPERATIONAL CONTEXT

With more than 20 years presence in Ukraine, since 2014, UNHCR has been providing assistance to refugees, asylum seekers, stateless persons, internally displaced and conflict affected population in Ukraine. More than three years since the start of the crisis, UNHCR Representation in Ukraine significantly increased its presence in the country.

The position is located in UNHCR Sub-Office Sloviansk and supports the Individual Protection Cash Assistance programme (IPA) implemented by UNHCR in Eastern Ukraine (Government Controlled Area (GCA)). The position is supervised by an Associate Programme Officer who provides the incumbent with regular guidance and support. The incumbent will work independently on routine tasks, while will follow instructions of the supervisor for more complex issues. The position has no supervisory role. Contacts are mainly with UNHCR staff in the same duty station and three UNHCR field offices in order to exchange information. External contacts may include liaison with UNHCR partner organizations and a few local authorities for gathering and exchange of data. Some field trips (GCA) for monitoring and verification may be scheduled.

### FUNCTIONAL STATEMENT

**Accountability** (*key results that will be achieved*)

- The Office has reliable and up-to-date data on persons of concern.

**Responsibility** (*process and functions undertaken to achieve results*)

- Compile data of persons of concern selected for the IPA cash assistance programme as provided by partners, field offices and IPA selection committee;
- Review data for integrity and accuracy;
- Perform manual entry of data into an Excel spreadsheet and continuously maintain the beneficiary database;
- Assist in the development of forms for data collection and analysis;
- Assist in the compilation of data and interpreting the statistics for quantitative reports;
- Prepare status and progress reports on projects implementation, prepare tables and draft routine correspondence;
- Review the implementation and performance of partner organizations' agreements through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports, budget, financial reports and expenditures. This may include field visits for specific monitoring and evaluation issues;
- Draft routine correspondence related to the project in English and Ukrainian;
- Act as interpreter (Ukrainian/English) in the exchange of routine information and translate routine documents and correspondence as and when required for the benefit of international staff;
- Perform other duties, as required.

**Authority** (*decisions made in executing responsibilities to achieve results*)

- Decide on the data recorded in database;
- Decide on appropriate resolution to incidents and escalate issues to the supervisor if incident cannot be resolved within the scope of responsibility.

**REQUIRED COMPETENCIES:**

- Solid general IT skills and technological awareness;
- Proficiency in using MS Office, including advanced level in MS Excel.

**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:**

- Completion of Secondary Education;
- Post-secondary certified training in Electronic Data Processing, Information Technology, Finance/Accounting or related field;
- Minimum 2 years of previous job experience relevant to the function;
- Fluency in written and spoken English and the local language.

**DESIRABLE COMPETENCIES:**

- Analytical thinking and attention to detail;
- Planning and organizing, ability to adhere to deadlines;
- Teamwork with good interpersonal and communication skills.

Interested applicants should forward the UN personal history form (P-11) with a Supplementary Sheet (if applicable), in English, explaining their interest in the position to the e-mail: [vacancy@unhcr.org](mailto:vacancy@unhcr.org)

with an indication of the post title and position number they are applying for in the subject line.

Candidates must be legally present in Ukraine at the time of application, recruitment and hire.

Download UN personal history form (P-11) [here](#)

Download Form P11 Supplementary Sheet [here](#)

Only short-listed applicants will be contacted, no late applications will be accepted.

Written test may be administered.

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