

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Individual Contractor (IC) – UNOPS Associate Information Management, LICA-6

Title: Information Management Associate

Contract type: Local LICA

Contract level: UNOPS LICA-6 (G6)

Department/office: UNHCR Washington DC

Duration: Six month with a possibility of extension (start date is subject to recruitment process)

Application period: 18-February-2020 – 17-March-2020

General Background

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. We deliver life-saving assistance like shelter, food and water, and develop solutions that ensure people have a safe place to call home where they can build a better future. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions. Data and information on forcibly displaced and stateless populations is critical to inform protection strategy, planning and programming at the global, regional and national levels. As the UN Agency with a responsibility to protect and assist asylum-seekers, refugees, internally displaced persons (IDPs), returnees and stateless people, UNHCR has a vital role in collecting, consolidating, analyzing and disseminating data and information on all population of concern that fall under its mandate. Through collaboration with Governments, NGOs and other key stakeholders, UNHCR seeks to strengthen information management systems and capacities, enabling access to data and information in order to achieve quality protection outcome.

Operational Context

Since 2013, asylum-seekers from the North of Central America, Mexico, and other regions have arrived in growing numbers in the U.S., putting pressure on the U.S. asylum system. The U.S. for years has been considered as one of the highest recipient countries of asylum-seekers and refugees globally. UNHCR Washington reports regularly to HQ the latest statistical trends on the various population of concern based on the regular data and updates received from the various U.S. Government counterparts.

The Information Management Associate is part of the Protection and Solutions (PSU) team, she/he reports to the Associate Regional Information Management Officer. The Information Management Associate assists in collecting, processing, archiving and analyzing various dataset and information on refugee status determination, asylum intake, detention, complementary forms of protection, new arrivals, resettlement, etc. Additionally, the incumbent supports the operationalization of the information management strategy including but not limited to secondary data analysis and statistical reporting.

Duties and Responsibilities:

- Collect, collate, process, archive and store population data related to protection and perform data quality, consistency and data protection control.
- Support in expanding the collection of secondary data and baseline information on various issues related to protection programming and monitoring.
- Support in operationalizing the Regional Office Information Management strategy and expansion of IM services to protection and solutions unit.
- Support the design of various information products on latest trends and updates on asylum and other protection related issues.
- Support the statistical reporting on the US population data management including but not limited to Annual Statistical Reporting.
- Organize, archive, store, backup all historical datasets on asylum and refugee status determination.

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- Support and leverage geographic data for map production and use in geographic information systems (GIS).
- Support various data collection initiatives including but not limited to protection monitoring and protection assessment.
- Update the Standard Operational Procedures (SOPs) on statistical reporting for the U.S.
- Perform other duties as required.

Accountability

- The Office delivers reliable, accessible and user-friendly, relevant, predictable, appropriate and timely information.
- Protection Information Management (PIM) principles and standards are applied ensuring data quality, privacy and protection.

Authority

- Liaise with relevant stakeholders in meetings related to the functions.
- Make recommendations and provide advice on the technical information management requirements.

Education:

- Bachelor's degree in information management, statistics, social science, economics, law or any other related field. Advanced postgraduate degrees are regarded as desirable.

Required qualifications and experience:

- At least 4 years of relevant experience with bachelor's degree and 2 years of experience with postgraduate degree.
- Strong data management skills.
- Strong understanding and knowledge of Information management concepts and frameworks;
- Strong analytical skills on both quantitative and qualitative aspects;
- Previous experience of carrying-out secondary data review or desk review.
- Team orientation and demonstrated capacity to work collaboratively in a high-paced and often stressful environment.
- Good organizational and planning skills.
- Fluency in English (mandatory) and working knowledge of Spanish (desired)

Required Technical Skills:

- Strong and advanced excel skills (pivot, functions, etc.).
- Strong and basic Database skills (relational database and models).
- Basic visualization skills.
- Basic GIS skills especially ArcGIS desktop.

Key Competencies:

- Analytical Thinking
- Innovation and Creativity
- Technological Awareness
- Planning and Organizing
- Change Capability and Adaptability
- Political awareness

Desirable skills and competencies:

- Understanding of the US asylum system and various procedure.
- Advanced visualization skills especially the use of Adobe Suites (illustrator and InDesign).

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- Working knowledge of Microsoft PowerBI.
- Previous experience of designing information products tailored to different audience.
- Previous experience of designing surveys and questionnaires.
- Previous experience with humanitarian actors especially NGOs or UN agency.
- Previous experience in protection and refugee work.

Legal Status:

- Applicants must have legal residence and the capacity to work legally in the U.S. for the duration of the contract period.

Application deadline: 17-March-2020 by 12.00 A.M. (Washington DC time).

Receipt of application will not be acknowledged and only short-listed candidates will be contacted for interview. Interested candidates meeting the above requirements are requested to submit 1) UNHCR Personnel History Form available at: www.unhcr.org/recruit/unhcr-phf.docm. If extra space is needed, please also use Supplementary Sheet available: www.unhcr.org/recruit/unhcr-phf-sup.docm; and 2) a letter of motivation by e-mail to usawaadm@unhcr.org quoting “**Associate Information Management – UNOPS**” in the subject line of the email. Shortlisted candidates may be required to sit for a written test and/or oral interview.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees). 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 including in relation to gender, nationality and culture. All applications will be treated with the strictest confidentiality.

Late or incomplete applications will not be accepted.