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

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**Title:** Associate Information Management, Individual Contractor (UNOPS)

**Contract type:** Local ICA

**Contract level:** LICA-6 (GS 6)

**Department/office:** UNHCR San Diego

**Duration:** 9 months contract starting 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. 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 at the U.S. southern border, putting pressure on the U.S. asylum procedure and border management systems. In 2019, rising numbers of family units and unaccompanied and separated children (UASC) within mixed flows have challenged current reception practices and systems that were originally built primarily with single male undocumented migrants in mind. Given the current challenges at the U.S.-Mexico border, UNHCR has expanded its technical engagement with the U.S. government, as well as civil society stakeholders in the southern border states. Since 2017, UNHCR has been providing support to a network of humanitarian respite shelters (transit shelters for asylum-seeking families released from detention), and more sustained UNHCR engagement with the shelter network is needed to support greater institutional readiness to cope with sudden influx. UNHCR in the U.S. is also strengthening its cross-border coordination with our counterparts in Mexico, as UNHCR Mexico has expanded its operations and partnerships in the northern border region (with direct field presence in Tijuana, Mexicali and Ciudad Juarez, and remote coverage of other border points from Monterrey). Given these circumstances, UNHCR is planning a modest expansion of staffing to strengthen technical assistance and engagement activities.

UNHCR is recruiting for an Individual Contractor (UNOPS) function in the UNHCR Regional Office for the United States and the Caribbean. The successful candidate will be based in San Diego, California USA, as part of a small border deployment team reporting to the team leader (who is also based in San Diego). Travel to other locations in the southern border states may be required. The Information Management Associate will support the operationalization of the Information Management Strategy developed at the Regional Office in Washington. S/he is expected to collect, compile, and disseminate data and information on protection and all population of concern to UNHCR. S/he will support UNHCR team, operational partners, coordinating response, and cross-border information management activities. The incumbent will also help develop and employ monitoring systems in line with the regional guidance and support the implementation of assessments and other data collection activities.

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## **Duties and Responsibilities:**

The incumbent shall report to the head of UNHCR San Diego office, and is expected to carry out the following duties with support from the Information Management team based in Washington DC:

- Operationalize the IM strategy at the field level with a focus on expanding primary data collection.
- Enhance coordination among partners and establish information sharing networks among the relevant stakeholders.
- Support primary data collection initiatives expanding qualitative and quantitative data collection approaches.
- Support the analysis of primary data collected to enable efficient programming and planning.
- Support systemization of data collection through working closely with UNHCR key counterparts enhancing information flow;
- Compile and aggregate secondary data and information to produce standardized information products.
- Assist in the production and update information products on population statistics and arrivals.
- Support and leverage the production of maps and the use of geographic information systems (GIS) using ESRI ArcGIS.
- 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 understanding and knowledge of Information management concepts and frameworks.
- Strong understanding of primary data collection methodologies and approaches.
- Strong analytical skills on both quantitative and qualitative aspects.
- Previous experience of carrying-out of primary data collection especially designing surveys.
- 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.).
- Significant experience and ability using Microsoft Office Suite applications
- Basic GIS skills especially ArcGIS desktop.
- Experience in producing compelling data visualization.

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- Strong analytical skills;
- Strong inter-personal and communication skills;
- Ability to communicate with technical and non-technical audience;

### **Key Competencies:**

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

### **Desirable skills and competencies:**

- Advanced visualization skills especially the use of Adobe Suites (illustrator and InDesign).
- Experience in basic Database skills;
- Working knowledge of Microsoft PowerBI.
- Previous experience of designing information products tailored to different audience.
- Previous experience with humanitarian actors especially NGOs or UN agency.
- Previous experience in protection and refugee work.
- Understanding of Protection Information Management conceptual frameworks.

### **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](http://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](http://www.unhcr.org/recruit/unhcr-phf-sup.docm); and 2) a letter of motivation by e-mail to [usawaadm@unhcr.org](mailto: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.**