United Nations High Commissioner for Refugees (UNHCR)
Branch Office Damascus, Syria

Vacancy Announcement No. UNHCR/VN/ 2018/93
Internal/ External Circulation

Position Title: Information Management Associate	Position Level: G6	Date Issued: 14/11/2018
Positions No.: 10029846 & 10029848	Report To: Head of Sub-Office	Closing Date: 28/11/2018
Section/ Unit: Field Office Aleppo	Duty Stations: Aleppo	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

Accountability

- The Office delivers reliable, accessible and user-friendly, relevant, predictable, appropriate and timely information.
- Global data standards, and where appropriate, the establishment of country-specific common data standards are adopted by UNHCR and its partners.

Duties and Responsibilities:

- Operationalize country-specific common data standards and promote them with partners, including UNHCR data standards and the IASC Common Operational Datasets.
- Compile and aggregrate information elements required to produce standardized information products and implement data/information collection plans for baseline and context-specific data.
- Collect, collate and process information and perform data quality and consistency control.
- Produce summary statistics.
- Support the coordination of data collection teams.
- Support and leverage geographic data for map production and use in geographic information systems (GIS).
- Share UNHCR data with partner agencies and maintain Portal data and information in-line with agreed frequencies.
- Participate in Needs Assessment processes, specifically in data collection, processing/collation and data exploration.
- Perform other duties as required.

Authority

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

Qualification Required

Education and Skills:
- Education: Completion of Secondary education with certificate/training in information technology, demography, statistics, social sciences or any related area.
- Advanced Excel skills (e.g. pivot tables, functions, etc.).

Experience:
- Job experience: At least 6 years of relevant work experience.
- Experience with handling confidential data and demonstrated understanding of different data collection methodologies

Languages:
- Fluency in English and Arabic.

Desirable Qualification

- 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.
- Proven skills to analyse statistical information.
- Ability to formulate IM-related technical requirements and Operating Procedures.

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2018/93, Information Management Associate, Aleppo**

All applications must be submitted by e-mail to: SYRDAHUMANRES@unhcr.org indicating the vacancy number. No hard copies (paper applications) will be accepted.
Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.

A Personal History Form is attached for ease of reference and can also be downloaded from the following link:
http://www.unhcr.org/recruit/p11new.doc

Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.

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