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

ACNUR
Alto Comisionado de las Naciones Unidas
para los Refugiados

Oficina de ACNUR en Lima, Perú

Av. José Pardo 1540   Tel.: 51 1 302-1753
Miraflores   Email:admin.peru@unhcr.org
Lima, Perú

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Ref: 19/LIM/015- Vacancy announcement for UNHCR Lima, Peru

Post Title	Information Management Associate (two positions)
Post Level	UNOPS LICA 6
Duty Station	Lima , Peru
Closing Date	29 April 2019 (inclusive)
Type of contract	Seven months on UNOPS Contract from 1 June 2019

Background:

The United Nations High Commissioner for Refugees-UNHCR was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. It also has a mandate to help stateless people. In more than six decades, the agency has helped tens of millions of people restart their lives.

More than 700.000 Venezuelans have arrived in Peru. The vast majority are entering by land through the Ecuadorian border. Over 155.000 had applied for refugee status by December 2018. In order to attend this emergency, UNHCR is scaling up its presence in the country and has set up a national office in Lima and two other field offices in Tumbes and Tacna.

UNHCR is responding to the influx directly and through the support of the Government of Peru. It works with authorities, communities, other UN agencies, NGOs and civil society to strengthen protection responses.

UNHCR is providing direct technical and material assistance to the Special Commission for Refugees in order to deal with the asylum backlog, to strengthen registration procedures and access to refugee status determination procedures. UNHCR and its partners are supporting Venezuelans and host communities by implementing multi-sectoral activities in terms of information gathering and analysis (including age and gender disaggregation), identification and referral of those most vulnerable (including women and children at risk), reception, protection and documentation, shelter, access to primary health care, to education, material assistance and other key assistance through cash based interventions. UNHCR has scaled up its protection monitoring capacities at the border and in urban settings to enhance the identification of individuals with protection or other specific needs, including those of

children at risk, SGBV survivors and LGBTI, as well as the referral mechanisms to essential services.

Coordination of the response to Venezuelan populations is being undertaken with IOM (International Organization for Migrations) in accordance with the decision of the UN Secretary General. In the mark of this joint leadership/coordination, UNHCR and IOM Peru have set-up a regional coordination platform and a local inter-agency working group on refugees and migrants called GTRM (*Grupo de Trabajo sobre Refugiados y Migrantes*) aiming to support the government response.

Organizational Context:

The Information Management Associate assists in the production and dissemination of information on the population of concern, including but not limited to Protection and Programme information.

The incumbent operationalizes data standards developed at the central level in field operations, compiles and explores data from all populations of concern. S/he supports the Programme Team and UNHCR's implementing partners in the choice of indicators for monitoring to be included in sub-agreements as well as the Protection Team in operationalizing protection monitoring systems.

Functional Statement:

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.

Responsibility:
- 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.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.
- Completion of Secondary education with certificate/training in information technology, demography, statistics, social sciences or any related area.
- At least 6 years of relevant work experience.
- Advanced Excel skills (e.g. pivot tables, functions, etc.).
- Experience with handling confidential data and demonstrated understanding of different data collection methodologies.
- Fluency in Spanish and working knowledge of English language (as applicable in the duty station)

DESIRABLE QUALIFICATIONS & COMPETENCIES
- 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.

Submission of Applications:

Non-UNHCR staff members shall submit their application, in Spanish or English language, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11 – download by clicking on the following link: http://www.unhcr.org/recruit/p11new.doc). All documents must be in PDF format. File name should include the candidate's last name.

All candidates should submit their application via e-mail to admin.peru@unhcr.org. Kindly indicate: **"InfManagAssoc-April2019"** in the subject line.

Applications received after the closing date will not be considered.
Only those candidates that are short-listed for interviews and tests will be contacted.
Please no phone calls. All queries should be done by e-mail.