# UNHCR VACANCY ANNOUNCEMENT
## External advertisement
Ref. SPA/2018/16

Date of advertisement: 20/11/2018
Application deadline: 26/11/2018

This is a UNHCR standard Job Description.

## IDENTIFICATION OF POSITION

Position No: **10029966**
Position Title: **Information Management Assistant**
Position Grade: **General Services, Level 4**
Position Location: **Madrid (Spain)**
Duration: **Starting in January 2019. Initial appointment 1 year**

## POSITION REQUIREMENTS

### 2.1 ORGANIZATIONAL CONTEXT.

The Information Management Assistant assists in the production, collection and dissemination of information on UNHCR population of concern, including but not limited to Protection and Programme/Field information, based on standards and systems developed at Country Office level. The incumbent compiles data on populations of concern and on programmatic activities of UNHCR partners. S/he also supports the Protection team in operationalizing protection monitoring systems.

The Information Management Assistant will be part of the Protection Unit, under the direct supervision of the Protection Officer. Contacts are mainly with UNHCR colleagues in the same duty station to exchange information and to discuss work plans. External contacts may be with UNHCR partners and - more limitedly - with the Protection Sector partners, in consultation with the Protection Officer and Protection team.

The contextual environment in which this position will operate is:

During 2017 contrary to the decreasing trend of most countries in the EU, Spain´s asylum seeking population continued to grow for the fourth consecutive year, reaching an historic high of 32,000 applications in 2017. This trend has continued through the first quarter of 2018, and is expected to continue, with the main asylum seeking nationalities being Venezuela, followed by Syria, Ukraine and Colombia.

As regards sea and land arrivals to Spain, out of the three routes to Europe, the Western Mediterranean route is the only one that registered a rise in numbers during 2017. Between January and December 2017 some 28,350 arrived to Spain via sea or via land to the enclaves of Ceuta and Melilla. The majority (22,100 persons) arrived by sea to Spain, mainly to the Andalusian coast where arrivals have tripled in comparison to 2016. In the first three months of 2018, sea arrivals to Spain increased 34%.This trend is expected to continue. The death toll in 2017 (212 persons) also increased (tripled in comparison to 2016) and in 2018 so far it has also more than doubled with 139 persons dead or missing trying to reach Spain. UNHCR is supporting the Government of Spain in the establishment of adequate mechanisms whereby international protection needs of arrivals can be swiftly identified and persons referred to adequate protection channels.

**2.2 FUNCTIONAL STATEMENT**.

**Accountability**

- The Office has sufficient support to deliver reliable, accessible and user-friendly, relevant, predictable, appropriate and timely information.
- Common data standards and information management system adopted by UNHCR country operation are followed.

**Responsibility**

- Assist in compiling and aggregating information elements required to produce standardized information products and implement data/information collection plans for baseline and context-specific data and assist producing summary statistics.
- Assist in the collection of relevant information data from UNHCR Protection and other partners, in coordination with the relevant Units in the Office.
- Liaise with partners and review relevant data and information produced.
- Assist UNHCR Protection team in developing and implementing data collection plans and instruments (i.e. needs assessment, response monitoring) for baseline and context-specific information needs.
- Support and leverage geographic data for map production and use in geographic information systems (GIS).
- Share UNHCR and Protection Sector data and information with partner agencies.
- Assist in developing and maintaining database management systems.
- Perform any other related duties as required and requested by the office.

**Authority**

- Liaise with UNHCR partners and Sector partners.

**2.3 REQUIRED COMPETENCIES**, *which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. All jobs require the staff to abide to the Values and Core competencies of UNHCR.*

| | **Code** | **Managerial Competencies** |
|---|---|---|
| 1. ☐ | M001 | Empowering and Building Trust |
| 2. ☐ | M002 | Managing Performance |
| 3. ☐ | M003 | Judgement and Decision Making |
| 4. ☐ | M004 | Strategic Planning and Vision |
| 5. ☐ | M005 | Leadership |
| 6. ☐ | M006 | Managing Resources |

| | **Code** | **Cross-Functional Competencies** |
|---|---|---|
| 1. ☒ | X001 | Analytical Thinking |
| 2. ☐ | X002 | Innovation and Creativity |
| 3. ☒ | X003 | Technological Awareness |
| 4. ☐ | X004 | Negotiation and Conflict Resolution |
| 5. ☐ | X005 | Planning and Organizing |
| 6. ☐ | X006 | Policy Development and Research |
| 7. ☐ | X007 | Political Awareness |
| 8. ☐ | X008 | Stakeholder Management |
| 9. ☐ | X009 | Change Capability and Adaptability |

**2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED**.

- Completion of secondary education with certificate/training in Information Technology, Demography, Statistics, Geographic Information Systems, Information Management, Information Systems or a related field.
- At least 3 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.
- Excellent knowledge of Spanish (UN working language of duty station).
- Working knowledge of English (required) and of another relevant UN language (desirable).

**2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES.**

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Experience in web design and software development is an asset.
- Ability to formulate IM-related technical requirements and Operating Procedures.
- Knowledge of mapping applications.

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**How to apply - PLEASE READ CAREFULLY:**

Please note that this is a local position for which having a valid working permit in Spain is required

Please submit your **signed Personal History Form** (PHF and PHF supplementary sheet**)** in English by e-mail with the vacancy title "Information Management Assistant Ref. SPA/2018/16" in the subject line to spamavac@unhcr.org no later than **26/11/2018, 23:59 CET**.

Only complete applications submitted by e-mail with the required **attachments in pdf format** will be considered.

E-mails without vacancy title "Information Management Assistant Ref. SPA/2018/16" in the subject line will not be considered.

No late applications will be considered.

Only applications from candidates who are short-listed will be acknowledged.

Short-listed candidates will be required to hold an interview.