

La Oficina en Costa Rica del Alto Comisionado de las Naciones Unidas para los Refugiados (ACNUR), informa y les invita a participar en el **concurso PN 10029542 de “Asociado de Gestión de Información” G6**

Los detalles generales de la vacante se describen a continuación:

Nombre del puesto	<b>Asociado de Gestión de Información</b>
Referencia del puesto	<b>10029542</b>
Nivel del puesto	G6
Sede de trabajo	San José, Costa Rica
Duración de contrato	01 de agosto al 31 diciembre 2019 (Renovable)
Fecha límite para aplicar	27 de Junio del 2019
Hora límite para aplicar	12 md (hora de Costa Rica)
Requerimientos	<ul style="list-style-type: none"> <li>• Las personas interesadas deben ser costarricenses, nacionalizadas costarricense, o extranjera con residencia permanente en Costa Rica con permiso laboral.</li> <li>• Completar Formulario PHF</li> <li>• Carta de interés.</li> </ul>
Medio/forma de aplicar	<p>Favor enviar sus aplicaciones a la siguiente dirección:</p> <ul style="list-style-type: none"> <li>• correo electrónico: <a href="mailto:cossa@unhcr.org">cossa@unhcr.org</a></li> </ul> <p>Indicar en el asunto: Puesto + apellido + nombre</p>
Modalidad de selección	Solo los candidatos en lista corta serán contactados para una entrevista y una prueba técnica escrita.
Documentos adjuntos	<ul style="list-style-type: none"> <li>• Descripción de funciones</li> <li>• Formulario PHF</li> </ul>



# UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

Date of Classification<sup>(1)</sup>: December 2013

(STANDARD)

## PART 2A – IDENTIFICATION OF POSITION

Position No: **10029542**

Position Title: **Information Management Associate**

Position Grade: **G6**

Position Location: San Jose, Costa Rica

Functional Group<sup>(1)</sup>: 3.4.c

Supervisor Position No., Title & Grade: NOB External Relations Officer

CCOG Code<sup>(1)</sup>: 2.1.05

Job Code<sup>(1)</sup>: 002199

(1) To be completed by PCU

## PART 2B – POSITION REQUIREMENTS

**2.1 ORGANIZATIONAL CONTEXT.** Define *the role of the position within the team*, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.

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.

**2.2 FUNCTIONAL STATEMENT.** Describe the accountabilities, responsibilities and authorities associated with the position.

**Accountability** (key results that will be achieved)

- 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** (process and functions undertaken to achieve results)

- Operationalize country-specific common data standards and promote them with partners, including UNHCR data standards and the IASC Common Operational Datasets.
- Compile and aggregate 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** (decisions made in executing responsibilities and to achieve results)

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

**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. Where applicable, select a maximum of six Managerial and three Cross-Functional Competencies. (Note that the Performance Appraisal and Management System (PAMS) allows for up to five Cross-Functional Competencies to be selected by the staff member and the supervisor.

<u>Code</u>	<u>Managerial Competencies</u>
1. <input type="checkbox"/> M001	Empowering and Building Trust
2. <input type="checkbox"/> M002	Managing Performance
3. <input type="checkbox"/> M003	Judgement and Decision Making
4. <input type="checkbox"/> M004	Strategic Planning and Vision
5. <input type="checkbox"/> M005	Leadership
6. <input type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input checked="" type="checkbox"/> X002	Innovation and Creativity
3. <input checked="" type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input type="checkbox"/> X007	Political Awareness
8. <input type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

## **2.4 ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE**

**REQUIRED.** Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.

- Completion of Secondary education with certificate/training in statistics, information technology, demography, 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 English and working knowledge of another relevant UN language or local language.

*(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)*

**2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES.** Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.

- Completion of a graduate degree (equivalent to *Licenciatura*) in statistics, information technology, demography, social sciences or any related area will be highly valued.
- Proven skills in statistical analysis and infographic design.
- 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.
- Ability to formulate IM-related technical requirements and Operating Procedures.