

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. BRABR/2020/024
(Readvertisement)

Title of Post	Senior Information Management Assistant	Category/grade	General Service, G5
Type of contract	Fixed-Term Appointment	Location	Brasilia, Brazil
Date of Issue	20 March 2020	Closing Date	29 March 2020

Operational context

As the influx of Venezuelans continues unabated and the humanitarian needs increase, UNHCR Brazil is rapidly scaling up its staffing and response in several field locations. Brazil's decision to implement a voluntary relocation initiative to move Venezuelans to other states to improve their integration prospects and relieve pressure from the border communities means that UNHCR-Brazil will continue to work closely with the Brazilian authorities on this initiative. Part of the strengthening of the operation included a rapid expansion of the staff and affiliated workforce to over 100 people distributed in the 6 offices UNHCR has in the country. This regular position has been created to respond to the increased level of administrative and financial needs arising from the above-mentioned situation.

Organizational context, description of functions and position requirements:

The organizational context, qualifications and experience required for the post are described on the attached Standard Job Description.

Eligibility: this vacancy is open to both internal and external candidates

All candidates must meet the essential minimum requirements of the position and candidates not citizens of the country must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

Submission of Applications:

If you wish to be considered for this vacancy, please submit your **signed Personal History Form** to brabrhr@unhcr.org by **March 29, 2020**, with the subject line **"BRABR/2020/024 - Senior IM Assistant, Brasilia"**. Application files must be named with the candidate's full name, e.g. "NAME, LAST NAME – PHF".

The Personal History Form and its supplementary sheet can be downloaded in the following links:

<https://www.unhcr.org/recruit/p11new.doc>
<https://www.unhcr.org/recruit/unhcr-phf-sup.docm>

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and 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 diversity and welcomes applications from all qualified candidates without distinction on the grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. All applications will be treated with the strictest confidentiality.



UNHCR JOB DESCRIPTION

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

Date of Classification⁽¹⁾: September 2018

(STANDARD)

PART 2A – IDENTIFICATION OF POSITION

Position No:

Position Title: **Senior Information Management Assistant**

Position Grade: **G5**

Position Location :

Functional Group⁽¹⁾: 3.3.a

Supervisor Position No., Title & Grade:

CCOG Code⁽¹⁾: 2.1.05

Job Code⁽¹⁾: 003546

(1) To be completed by ODJEU

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

The position is supervised by a more senior position at the field level, and receives functional guidance and support from IM specialists at country/regional and global level. Subject to the nature of the task/assignment, he/she will work independently on routine tasks, while will follow instructions of the supervisor for more complex issues. The position has no supervisory role. The incumbent may play a liaison role with the national and local authorities for gathering and exchange of data.

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

Accountability (*key results that will be achieved*)

- The Office has reliable and up-to-date data on persons of concern.
- 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*)

- Assist in operationalizing country-specific common data standards and promoting them with partners.
- 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.
- Support the operation in the analysis of processed data and information and perform data quality and consistency control.
- Facilitate the analysis of cross-border information between relevant countries.
- May be required to collect GIS data, update maps and undertake field trips to project sites.
- May be required to participate in Needs Assessment processes, specifically in data collection, processing/collation and data exploration.
- Perform any other related duties as requested.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Liaise with partners and represent UNHCR in meetings related to the functions.
- Decide on appropriate resolution to data management problems and escalate issues to the supervisor if incident cannot be resolved.

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 Information Technology, Demography, Statistics, Social Sciences or any related area.
- At least 5 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.

- 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.