EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. BRABR/2022/253

<table>
<thead>
<tr>
<th>Title of Post</th>
<th>Senior Information Management Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Boa Vista, Brazil</td>
</tr>
<tr>
<td>Type of contract</td>
<td>UNOPS Individual Contractor</td>
</tr>
<tr>
<td>Level</td>
<td>LICA 5</td>
</tr>
<tr>
<td>Date of Issue</td>
<td>22 August 2021</td>
</tr>
<tr>
<td>Closing Date</td>
<td>05 September 2021</td>
</tr>
</tbody>
</table>

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. 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 post has been created to respond to the increased level of information management activities arising from the above-mentioned situation.

The Senior Information Management Assistant supports data collection exercises and further data processing in the field, as well as 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 Information Management (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.

Eligibility:
All candidates must meet the essential minimum requirements of the position and non-Brazilian candidates must comply with all eligibility requirements for employment in line with the prevailing legislative prerequisites in the country.

Remuneration:
A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: http://icsc.un.org

Submission of Applications:
If you wish to be considered for this vacancy, please submit your signed Personal History Form to brabrhr@unhcr.org by 05 September 2022, with the subject line BRABR/2021/253 Senior Information Management Assistant (LICA5), Boa Vista. Application files must be named with the candidate’s name and last name.

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 is committed to diversity as well as creating an inclusive working environment for its entire workforce. Applications are welcome from all qualified candidates. UNHCR is committed to diversity and welcomes applications from all qualified candidates without distinction on the grounds of race, color, sex, national origin, age, religion, disability, sexual orientation and gender identity. All applications will be treated with the strictest confidentiality.
1. Organizational Setting and Work Relationships

The Senior Information Management Assistant supports data collection exercises and further data processing in the field, as well as 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 Information Management (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.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR’s core values of professionalism, integrity and respect for diversity.

2. Duties

Accountability
- 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
- Assist in operationalizing country-specific common data standards and promoting them with partners.
- Assist in processing, compiling and aggregating data 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.
- Participate in Needs Assessment processes, specifically in data collection, processing/collation and data exploration.
- Perform any other related duties as requested.

Authority
- 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.

3. Minimum Qualifications

Education & Professional Work Experience

**Years of Experience / Degree Level**

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

**Field(s) of Education**

Information Technology, Demography, Statistics, Social Sciences, or any related area

(Field(s) of Education marked with an asterisk* are essential)

**Certificates and/or Licenses**

Information Technology, Demography, Statistics

Social Sciences, Operational Data management Learning Programme

(Certificates and Licenses marked with an asterisk* are essential)
**Relevant Job Experience**

**Essential**
Experience with handling confidential data and demonstrated understanding of different data collection methodologies. Minimum 2 years of previous job experience relevant to the function. Advanced Excel skills (e.g. pivot tables, functions, etc.). Experience with SQL and/or other software applications for database queries.

**Desirable**
Desirable university degree in Information Technology, Demography, Statistics, Social Sciences or any related area. Desirable successful participation in the Operational Data management Learning Programme. Desirable experience with other relevant software such as ArcGIS, Mapinfo, SPSS, Epilinfo6, and/or proGres. Desirable proven skills to analyze statistical information. Desirable ability to formulate IM-related technical requirements and Operating Procedures. 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, Epilinfo6, SQL Server, and/or proGres. Experience with HTML, PHP, ASP and/or Java is an asset.

**Functional Skills**

- DM-Data collection methodologies
- IM-Epi Info Software
- IT-Geographic Information Systems (GIS)
- IM-Information Management (related technical requirements & Operating Procedures)
- IM-Statistics Analysis
- IT-Microsoft Excel

(Functional Skills marked with an asterisk* are essential)

**Language Requirements**

- Essential: Knowledge of English and Fluency in Portuguese.
- Desirable: Working knowledge of Spanish.

**Competency Requirements**

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

**Core Competencies**

Accountability  
Communication  
Organizational Awareness  
Teamwork & Collaboration  
Commitment to Continuous Learning  
Client & Result Orientation

**Managerial Competencies**

Not specified.

**Cross-Functional Competencies**

Analytical Thinking  
Innovation and Creativity  
Technological Awareness

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.