



UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES REPRESENTATION IN SOUTH SUDAN

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT Vacancy Notice No: VN/YI/034/2017

Title of Post	Data Management Associate	Level	G6
Type of Appointment	Fixed Term Appointment	Duration	1 year (Initially)
Position No.	10020781	Date of Issue	25 August 2017
Location	Yida, South Sudan	Closing Date	07 September 2017

ORGANIZATIONAL CONTEXT

The position is supervised by a professional staff member who provides the incumbent with general guidance and work plans. The incumbent works quite independently with an oversight from the supervisor. The position may directly supervise some support staff.

Contracts are mainly with the colleagues in the same duty station to exchange information and to discuss the work plans. External contacts are with the national and local authorities for gathering and exchange of data.

FUNCTIONAL STATEMENT

Accountability *(key results that will be achieved)*

- The Office has reliable and up-to-date data on persons of concern.
- Standard and ad-hoc reports are produced. Trends and patterns of data are analysed and interpreted.

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

- Manage the use, maintenance and technical support of databases used in the operation, including planning and overseeing data collection, input and verifications; production of standard and ad hoc reports.
- Generate statistical reports based on the standard reporting formats and ad-hoc reports, charts and tables as required by the management.
- Provide training, as necessary, to UNHCR staff as well as staff-members of implementing partners in relevant aspects of data management.
- May be required to coordinate with the GIS officer to ensure that data collection is compatible with GIS.
- Archive and backup database systems; ensure security of databases; perform database administrator functions.

- Assist in development of new applications/Databases needed by the UNHCR Offices/Units in area of responsibilities in order to perform their tasks smoothly.
- Ensure that the clients' databases are up-to-date by identifying and keeping what is relevant and accurate in an accessible manner.
- May be required to support registration activities including ProGres technical support and on-site assistance.
- May be required to support Voluntary Repatriation activities including reconciliation of VolRep data from country of asylum and encashment Centers, verification of Voluntary Repatriation Forms (VRFs) and coordination with VolRep Centers (VRCs) on information issues.
- Perform other duties as required.

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

- Develop forms and tools for data collection and analysis.
- Have access to relevant data and records.

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED.

- Completion of Secondary Education with certificate/training in Information Technology & Database Management.
- Minimum 6 years of previous relevant experience.
- Excellent knowledge of computer software and database applications.
- 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 working language of duty station and working knowledge of English.)

DESIRABLE QUALIFICATIONS

- Training Skills.
- Knowledge of UNHCR programmes and activities.
- Technical GIS knowledge.

SUBMISSION OF APPLICATIONS

Remuneration:

A competitive compensation and benefit 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 letter of motivation and P11 Form by e-mail stating the position title and vacancy notice number in the subject line to: ssudjuhr@unhcr.org by **07th September 2017**.

The Personal History Form (P11) is available at the following link:
www.unhcr.org/recruit/p11new.doc.

Shortlisted candidates may be required to sit for a test and/or oral interview. No late or incomplete application will be accepted. Only short-listed candidates will be contacted.

UNHCR strongly encourages and qualifies female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieve workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

NB: UNHCR does not charge a fee at any stage of the recruitment process.

Refugees – who cares? We Do.