



United Nations High Commissioner Refugees (UNHCR)

Internal/External Vacancy Announcement No: 2012/HCR/SSDBO/073

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| Title of Post | Database Assistant | Grade | G4 |
| Post Number | 10016471 | Date of Issue | 30 June 2012 |
| Location | Bor, South Sudan | Closing Date | 13 July 2012 |

Duties and Responsibilities

Under the direct supervision of the Protection Officer, the incumbent will perform the following functions:-

1. Responsible for entering data mainly related to asylum seekers, refugees and persons of concern to UNHCR into the computer database;
2. Contribute to the preparation of reports and project documents by providing information, preparing tables and drafting routine correspondence and reports;
3. Update and maintain existing databases and generate various statistical reports;
4. Assists in the development of forms for data collection a analysis, if requested;
5. act as interpreter in the exchange of routine information and translate routine documents and correspondence as and when required;
6. May be required to undertake field trips to project sites;
7. May assist in making Travel arrangements.

Qualifications and Experience

- High School education with post-secondary training/certificate in Electronic data processing, Information Technology or related field
- 3 years if previous job experience relevant to the function;
Fluent in written and spoken English and the local languages

Submission of Applications

Please send your application addressed to SUDJUHR@UNHCR.ORG /IRUNDE@unhcr.org or hand carry to UNHCR Office Juba or UNHCR Office Bor clearly indicating in the subject line the ***Vacancy Announcement Number, title and location of post***, not later than **13 July 2012**. **Please submit original application and P.11 with copies of certificates.** This is an internal/external vacancy announcement open only for South Sudanese nationals currently working with UNHCR/UN Offices in South Sudan. Qualified female candidate are encouraged to apply.

Due to the large volume of applications received, only short listed candidates will be contacted.