The Iraq Operation of the United Nations High Commissioner for Refugees (UNHCR) in Iraq invites qualified candidates to apply for the following vacancy:

**Functional Title & Grade:** Information Management Associate GL6  
**Duty Station:** Baghdad- Iraq  
**Position Number:** 10030317  
**Vacancy Tracking No.:** IRQ/BGDFTA/2020/011  
**Date of Issue:** 05 April 2020  
**Deadline for applications:** 18 April 2020

**ORGANIZATIONAL CONTEXT:**
The Iraq operation is undergoing multiple overlapping crises, with more than 5.4 million Iraqis forcibly displaced between 2014 and 2017. Of them 1.4 million remain in displacement while 4.4 million have returned to their areas of origin as of December 2019. Iraq also hosts more than 286,000 refugees and asylum seekers, among them around 245,000 Syrian refugees. Most of the Syrian refugees are residing in the Kurdistan Regional of Iraq (KRI).
The Information Management Associate will be the focal point for any data collection exercises, producing infographic, maps and interactive dashboards on UNHCR persons of concern and works on systems related to information management and analysis.

To deliver the assigned objectives, the incumbent requires advanced Knowledge of MS Excel, Power BI, ArcGIS or QGIS and Adobe Illustrator and InDesign, basic knowledge of client-side development technologies (JavaScript, jQuery, Angular) and basic knowledge of SQL server, programming language (C#, Java, PHP), and database development.

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.

**FUNCTIONAL STATEMENT:**

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

**REQUIRED COMPETENCIES:**
- Analytical Thinking, innovation and creativity and technological awareness
**ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:**
- Completion of Secondary education with certificate/training in information technology, demography, statistics, 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.

**DESIRABLE QUALIFICATIONS & COMPETENCIES:**
- 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.

Interested applicants should apply through the provided link [https://www.unhcr.org/iraq-jobs](https://www.unhcr.org/iraq-jobs), attaching the new personal history form with a covering letter in English explaining their interest in the position.

Kindly note that only electronic applications submitted through the website will be considered. Please note that long-listed candidates may be requested to sit for a written test. Only short-listed applicants will be contacted, and engagement is needed immediately.