Title of Post | Data Management Associate | Category/grade | General Service, G6
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Post Number | 10011666 | Type of contract | Fixed Term Appointment
Location | Erbil, Iraq | Date of Issue | 12 May 2020
Effective date of assignment | As soon as possible | Closing Date | 25 May 2020

**Operational Context:**

The position is supervised by the Associate Data Management Officer who provides the incumbent with general guidance and workplans. The incumbent of the position of Data Management Associate will be a member of the National Registration Team based in Erbil and providing support to the whole Iraq operation.

The incumbent will be involved in the preparation, provision of statistical reports, development of tools, detailed reports and Info Graphs as may be required. The incumbent will also be required to train colleagues on the use of existing or new data management tools and provide any user support for the UNHCR PRIMES based systems.

Knowledge of MS Excel, MS Access, strong SQL Server, statistical inference knowledge, PowerBi and ability to work independently with limited supervision will be an asset.

**Duties:**

- 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 colleagues 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 a 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.
- Develop forms and tools for data collection and analysis.
- Have access to relevant data and records.
- Perform other related duties as required.

**Essential Minimum Qualifications and Experience:**

- 3 years experience with high school diploma and 2 years with University degree.
- Knowledge of English and/or UN working language of the duty station if not English.
- DM-Database Management
- IT-Computer Literacy
PG-UNHCR's Programmes
- DM-ArcGIS (Geographic Information System)
- TR-Training/Coaching/Facilitation

Desirable Qualifications & Competencies:
- Certificates and/or Licenses in Information Technology and Data Management.

Required Competencies:

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

Cross-Functional Competencies
Analytical Thinking
Innovation and Creativity
Technological Awareness

Eligibility:

Internal candidates: Interested staff members should consult the Policy and Procedures on Assignments of Locally recruited Staff (UNHCR/AI/2020/1/REV.1 dated 01 May 2020). If you have questions regarding your eligibility, you may also contact the HR Unit.

An applicant who has internal status is a staff member holding an indefinite or fixed-term appointment in any duty station in the country. Former UNHCR General Service staff members, having held an indefinite or fixed-term appointment for an uninterrupted period of at least one year may apply for internally advertised vacancies at their previous grade or equivalent or one grade above, if the seniority requirements are met, for a period of two years following separation (if such criteria are not met, former staff members can still apply as external candidates).

External candidates: External 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.1

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 letter of motivation, updated factsheet (for internals), signed Personal History Form (for externals) through the online portal at https://www.unhcr.org/iraq-jobs/.

The Personal History Form and its supplementary sheet can also be downloaded from the portal.

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or 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 achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

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1 Completed and relevant university education can count as maximum 50% of the required years of work experience.