



**Vacancy Notice: 2018/HRU/013**  
**Internal & External**

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

<b>Position Title and Grade: Senior Information Management Assistant, LICA-5</b>	<b>Duty Station: Thessaloniki – Greece</b>
<b>Contract Type: UNOPS</b>	<b>Duration: until 30 June 2018</b>
<b>Position Number: UNOPS</b>	<b>Deadline: 14 March 2018</b>

**Operational Context:**

There are some 50,000 refugees and migrants currently hosted in Greece who arrived and remained in Greece since the 2015 – 2016 mass flow. In 2017, 29,720 people arrived by sea, and some 5,500 by the land border, the majority from Syria, Iraq and Afghanistan. UNHCR supports the Government who coordinates the refugee and migrant response in the development of policy, with capacity building and targeted interventions in the areas of reception, asylum procedures, and for finding solutions. The situation has greatly improved in the mainland since 2015. There, people are hosted in approximately 25 Government-run sites (camp-like and buildings), as well as in rented housing provided by UNHCR through municipalities and NGOs for some 22,000 asylum-seekers and refugees. Additionally, UNHCR delivers a cash assistance programme, which benefited 37,600 people in December 2017. The situation is more challenging on the islands where there is not enough capacity to accommodate the 13,000 people who have arrived recently, or are awaiting for the completion of their asylum procedures. UNHCR is, in response, supporting the Government transfer those authorized to move to the mainland to continue their applications, along with other types of support. In 2018, UNHCR will continue to implement the cash assistance and accommodation programmes, and will continue to support the Government in policy development, capacity building and targeted interventions in the areas of reception, asylum procedures and solutions.

**Purpose and Scope of Assignment:**

The position is supervised by the Senior Protection Officer who provides the incumbent with general guidance and workplans agreed upon with the different protection related sub units and focal points and with the Programme Unit. The incumbent works quite independently with a weekly oversight from the supervisor. The position does not require to supervise any staff member, but to work closely with all the Units, and with the Working Groups chairs: protection/CWC, urban, in priority, but also legal, SGBV, CP WGs (and possibly Interagency on an ad hoc mode).

Contacts are mainly with the colleagues in Sub-Office Thessaloniki to exchange information and to discuss the work plans. External contacts are with the national and local authorities for gathering and exchange of data, on an ad hoc basis.

In this context, the Senior Information Management Assistant 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, 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 Project Partnership



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

Agreements as well as the Protection Team in operationalizing protection monitoring systems.

## 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.
- Share UNHCR data with partner agencies and maintain Portal data and information in-line with agreed frequencies.
- Support in Needs Assessment processes, specifically in data collection, processing/collation and data exploration.
- Ensure and support harmonization with Information Management national strategy between UNHCR Country Office in Athens and Sub-Office Thessaloniki.
- 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.

## Monitoring and Progress Control:

The Contractor will have to submit a final report, outlining the main duties and activities performed under this assignment, as well as actual achievements, using objectively verifiable indicators and means of verification. Information should also include risks and challenges, as well as lesson learned during the reporting period and an analytical assessment of any problematic areas which may require new or different approaches, etc. The format of the report will be provided by UNHCR.

## Essential Minimum Qualifications & Professional Experience Required:

- Completion of Secondary education with certificate/training in information technology, demography, statistics, social sciences or any related area
- At least 4 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 and local language

*(Non-EU applicants can apply provided they have the required documents to work in Greece).*



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### Required competencies:

- Analytical Thinking
- Innovation and Creativity
- Technological Awareness

### Desirable qualifications and competencies:

- Successful participation in the Operational Data management Learning Programme
- Experience in web design and software development
- 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

### Submission of Applications:

- Interested applicants should apply through the link <http://www.unhcr.org/gr-jobs/> provided herein, attaching **the UN Personal History Form** in PDF Format with a Motivation Letter in English explaining their interest in the position.
- Shortlisted candidates might be required to sit for a written test and will have to undergo an oral interview.
- No late applications will be accepted.
- Only short-listed applicants will be contacted.

**Kindly note that only electronic applications submitted through the website mentioned above will be considered.**

**UNHCR is an equal opportunity employer and does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).**