

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
INTERNAL / EXTERNAL VACANCY ANNOUNCEMENT
Vacancy Notice No. 015/2020**

Title of Post	Data Management Associate	Category/grade	General Service, G6
Post Number	10033703	Type of contract	Fixed-term appointment
Location	Yumbe, Uganda	Date of Issue	15 September 2020
Effective date of assignment	1 December 2020	Closing Date	21 September 2020

Operational Context:

The Data Management Associate is normally supervised by a professional staff member who provides the incumbent with general guidance and workplans. The incumbent works quite independently with an oversight from the supervisor. S/he 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.

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 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:

- Completion of High school diploma is required.
- Minimum 3 years of previous job experience relevant to the function is required.
- Knowledge of English is required.

Desirable Qualifications & Competencies:

- Additional certificate or training/certificate in Data management, Statistics, Information Technology, or related fields is required is desirable

Required Competencies:

Core Competencies

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

Cross-Functional Competencies

- Analytical Thinking
- Technological Awareness
- Innovation and creativity

Eligibility:

Group I candidates: Interested staff members should consult the Recruitment and Assignment of Locally Recruited staff (RALS).

Group I comprise current GS staff members holding an indefinite or fixed-term appointment who, at the date of the deadline for application, are serving in the country of the vacancy at the grade of the position or one grade below or above.

Group II candidates: comprises candidates that have previously been vetted and notified after applying to the Group II general profile pool at the date of publishing this vacancy notice.

External candidates: are candidates who are not in Group 1 or Group 2.¹

If you have questions regarding your eligibility, you may also contact the HR Unit.

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:

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

Interested candidates who meet the above criteria should submit their applications online, using the following link: <http://unhcrjobs.imuganda.com>. Applicants should signup or login to access details of the advertised position by **the closing date**.

The Personal History Form and its supplementary sheet is attached.

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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