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

ACNUR
Alto Comisionado de las Naciones Unidas
para los Refugiados

Oficina Regional para el Sur de América Latina

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Buenos Aires, 16th April 2019

Ref: 19/AF/64 – Internal- External Vacancy announcement for UNHCR Regional Office for Southern Latin America

Post Title	**Assistant information Management Officer**
Post Level	NOA
Duty Station	Buenos Aires, Argentina
Closing Date	**24th April 2019 (inclusive)**
Type of contract	12 months contract – FTA

General background of Project or Assignment:

The United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. It also has a mandate to help stateless people. In more than six decades, the agency has helped tens of millions people restart their lives.
The UNHCR Regional Office for Southern Latin America located in Buenos Aires, Argentina from where it covers 5 countries: Argentina, Bolivia, Chile, Paraguay, and Uruguay.

Organizational Context:

The Assistant Information Management Officer 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 data and analyses information 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.

Duties and Responsibilities:

Responsibility (*process and functions undertaken to achieve results*)

- Operationalize country-specific common data standards and promote them with partners, including UNHCR data standards and the IASC Common Operational Datasets.
- Compile, aggregate and analyze data and information elements required to produce standardized information products and implement data/information collection plans for baseline and context-specific data.
- Support the operation in the analysis of processed data and information and perform data quality and consistency control.
- Facilitate the analysis of cross-border information between relevant countries.
- Assist in training staff involved in information management activities, including data collection and data entry 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.
- Provide technical Information Management support to Needs Assessment processes, specifically in data collection, processing/collation and analysis.
- Perform other duties as required.

Essential Qualifications and Professional experienced required:

- Undergraduate degree (equivalent of a BA/BS) in information technology, demography, statistics, social sciences or any related area.
- At least 1 year of relevant work experience.
- Knowledge of the UN system and the humanitarian community.
- Proven skills to analyse statistical information.
- Advanced Excel skills (e.g. pivot tables, functions, etc.).
- Ability to formulate IM-related technical requirements and Operating Procedures.
- Experience with handling confidential data and demonstrated understanding of different data collection methodologies.
- Excellent knowledge of English and UN working language of the duty station if not English.
- Nationality: Argentinian

Desirable:

- Successful participation in the Operational Data management Learning Programme is desirable.
- 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 is desirable.
- Experience with HTML, PHP, ASP and/or Java is an asset.
  Knowledge of additional UN languages.

Submission of Applications:

Candidates shall submit their application including a letter of interest, complete Curriculum Vitae, copy of relevant degrees and an updated United Nations Personal History Form (P.11 form – download by clicking on the following link: http://www.unhcr.org/recruit/p11new.doc), all documents must be in PDF format.
All candidates should submit their application via e-mail to argbuadm@unhcr.org. Kindly indicate: **"Assistant Information Management Officer"** in the subject line.

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews and tests will be contacted.