



United Nations High Commissioner for Refugees (UNHCR)

Internal / External Vacancy Announcement

Vacancy Notice No. 20/LIM/06

Title of Post	Information Management Associate	Category/Grade	LICA – 6
Post Number	Not applicable	Reporting Date	02 March 2020
Type of Contract	UNOPS - Local Individual Contractor Agreement (Initial contract – 6 months)	Date of Issue	17 January 2020
Location	Lima, Peru	Closing Date	31 January 2020

Organizational Context

The United Nations High Commissioner for Refugees-UNHCR was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate 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 of people restart their lives.

More than 860,000 Venezuelans have arrived in Peru. The vast majority are entering by land through the Ecuadorian border with an estimated 377,000 having applied for refugee status by June 2019. In order to respond to this emergency, UNHCR is scaling up its presence in the country and has set up a Branch Office in Lima and a Field Office in Tumbes with Field Offices in Tacna, Cusco and Arequipa.

UNHCR is responding to the influx directly and through the support of the Government of Peru. It works with authorities, communities, other UN agencies, NGOs and civil society to strengthen protection responses.

UNHCR is providing direct technical and material assistance to the Special Commission for Refugees (CEPR) in order to deal with the asylum backlog, to strengthen registration procedures and to provide access to Refugee Status Determination (RSD). UNHCR and its partners are supporting Venezuelans and host communities by implementing multi-sectoral activities in terms of information gathering and analysis (including age and gender disaggregation), identification and referral of those most vulnerable (including women and children at risk), reception, protection and documentation, shelter, access to primary health care, education, material assistance and other key assistance through Cash Based Interventions. UNHCR has scaled up its protection monitoring capacities at the border and in urban settings to enhance the identification of individuals with protection or other specific needs, including those of children at risk, SGBV survivors and LGBTI, as well as the referral mechanisms to essential services.

Coordination of the response to Venezuelan populations is being undertaken together with IOM (International Organization for Migrations) in line of the UN Secretary General's decision. As a result of this joint leadership/coordination, UNHCR and IOM Peru have set-up a regional coordination platform and a local inter-agency working group on refugees and migrants called Grupo de Trabajo sobre Refugiados y Migrantes (GRTM) aiming at supporting government. In addition, Peru is a part of the Regional Platform for Refugees and Migrants and the Refugees and Migrants Response Plan.

Purpose and Scope of Assignment

The Information Management Associate assists in the production and dissemination of information on the population of concern, including but not limited to Protection 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 Information Management and Protection Team and UNHCR's partners operationalizing protection monitoring and other data systems and can support the protection team and partners in following-up and reporting.

The incumbent will also support Protection IM field activities such as the organization of field protection monitoring rounds, support field data collection for community mappings and analyze collected data. For this purpose, it is desirable that the incumbent has some experience working at community/field level.

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 (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 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 (decisions made in executing responsibilities and to achieve results)

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

Essential Minimum Qualifications and Experience

- 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.
- Fluency in Spanish and working knowledge of English language.
- Advanced Excel skills (e.g. pivot tables, functions, etc.).

- Experience with handling confidential data and demonstrated understanding of different data collection methodologies.

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.

Submission of Applications

This vacancy is open for qualified Peruvians only. Female candidates are encouraged to apply

IMPORTANT

Interested candidates for this vacancy must submit a Personal History Form (PHF) duly sign and its supplementary pages (if applicable), download by clicking on the followings links:
<http://www.unhcr.org/recruit/p11new.doc> <https://www.unhcr.org/recruit/unhcr-phf-sup.docm>

All documents must be in PDF format.

File name should include the candidate's last name.

Written test may be administered.

All candidates should submit their application via e-mail to admin.peru@unhcr.org

Please quote the following Reference in the subject line and in your motivation letter: **IM Associate_LIMA2020**

Applications received after the closing date will not be considered.

- Only those candidates that are short-listed for interviews and tests will be contacted.
- Please no phone calls. All queries should be done by e-mail.