

## UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

(Readvertised)

Job Opening Number: NEP/121/2022

<b>Title of Post</b>	<b>Data Management Associate</b>	<b>Category/grade</b>	<b>General Service, G6</b>
<b>Post Number</b>	<b>10005819</b>	<b>Type of contract</b>	<b>Fixed-term Appointment</b>
<b>Location</b>	<b>Kathmandu, NEPAL</b>	<b>Date of Issue</b>	<b>08 August 2022</b>
<b>The Effective Date of Assignment</b>	<b>As soon as possible</b>	<b>Closing Date</b>	<b>21 August 2022</b>

### Organizational Setting and Work Relationship:

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.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

### Operational Context:

The Data Management Associate is supervised by Senior Programme Officer and is expected to contribute to data collection and analysis for better programming and protection of PoCs while also supporting the ICT functions in the office.

### 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.

### Minimum Qualifications:



**Group 2 candidates:** Group 2 comprises candidates from the below categories **after completion of one cumulative or continuous year of service** in the country of the vacancy.

- I. Current locally recruited UNHCR staff members holding a temporary appointment up to a maximum of two grades above their current positions;
- II. Former locally recruited UNHCR staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females) up to a maximum of two grades above the last position at UNHCR;
- III. National United Nations Volunteers currently working for UNHCR;
- IV. National UNOPS and individual contractors currently working for UNHCR;
- V. Current GS staff members holding an indefinite or fixed-term appointment applying to a position in the same category two grades above the staff member's personal grade;
- VI. Current UNHCR staff members in the International Professional category holding an indefinite or fixed-term appointment applying to a GS post;
- VII. Current UNHCR staff members in the NPO category holding an indefinite or fixed-term appointment applying to a GS post;
- VIII. Current locally recruited female staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment up to a maximum of two grades above their current positions.

**External candidates:** External candidates are candidates who are not in Group 1 or Group 2. They 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.

### **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 and please refer to the relevant category / grade level. You can download the salary scale at: <http://icsc.un.org>

### **Submission of Applications:**

Interested candidates meeting the above requirements are requested to submit their application/motivation letter along with **duly filled and signed Personal History Form by e-mail to [NEPKA@UNHCR.ORG](mailto:NEPKA@UNHCR.ORG) clearly stating the position title, vacancy notice number and your Last Name in the subject line by the closing date.**

The Personal History Form and its supplementary sheet can be downloaded from: [https://www.unhcr.or.th/sites/default/files/u11/P11\\_UNHCR.docm](https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm) and [https://www.unhcr.or.th/sites/default/files/u11/P11SUP\\_UNHCR.docm](https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm)

**No late applications will be accepted. Only shortlisted candidates will be contacted for the written test and interview.** UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

The evaluation of applicants will be conducted based on the information submitted during the application. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

***“Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.”***

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.

***Refugees – who cares? We DO***