



UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES  
COUNTRY OFFICE IN AZERBAIJAN

Vacancy Announcement No. 02/2021  
Internal/External Circulation

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| <b>Position Title:</b><br>Information Management Associate | <b>Position Level:</b><br>GL 6           | <b>Date Issued:</b><br>18 March 2021  |
| <b>Position No.:</b><br>TA                                 | <b>Report to</b><br>Protection Officer   | <b>Closing Date:</b><br>COB – 31 March 2021   |
| <b>Section:</b><br>Protection                              | <b>Duty Station:</b><br>Baku, Azerbaijan | <b>Contractual Status:</b><br>Temporary Appointment for three months, with possible further extension |

**Availability of the Post:** 01 April 2021

**Organizational Context:**

The Information Management Associate supports 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 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 sub-agreements as well as the Protection Team in operationalizing protection monitoring systems.

**Functional Statement:**

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.

**Duties and Responsibilities**

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

**Education & Professional Work Experience**

**Years of Experience / Degree Level**

*3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher*

*Certification in Information Technology; Statistics; Social Sciences.  
HCR Operation Data Management Learning Programme;*

**Essential**

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

**Desirable**

Experience in web design and software development is an asset. Ability to formulate IM-related technical requirements and Operating Procedures.

**Language Requirements**

Knowledge of English and Azerbaijani are mandatory (oral and written).

Knowledge of Russian language is desirable

**Competency Requirements**

**Functional Competencies:**

*\*IT-Microsoft Excel;*

*DM-ArcGIS (Geographic Information System);*

*MS-Statistics Analysis;*

**Core Competencies:**

*Accountability*

*Communication*

*Organizational Awareness*

*Teamwork & Collaboration*

*Commitment to Continuous Learning*

*Client & Result Orientation*

**Cross-Functional Competencies**

*Analytical Thinking*

*Innovation and Creativity*

*Technological Awareness*

**This vacancy is open to Azerbaijani nationals only.**

Please apply in writing (P.11, CV, and application/motivation letter), indicating vacancy announcement number and position title to:

**Attn: Vacancy No. UNHCR/VN/02/2021 Information Management Associate, G6**

**United Nations High Commissioner for Refugees (UNHCR)**

**210 Mirzaagha Aliyev str., Baku, Azerbaijan**

**Or via e-mail to [azebahr@unhcr.org](mailto:azebahr@unhcr.org) e-mail address stating VN/02/2021 in the subject line.**

Application will not be acknowledged. Only the successful candidate will be notified of the outcome of the competition and will be invited for an interview.

Personal history (P.11 form) can be downloaded from: <http://www.unhcr.org/recruit/p11new.doc>