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**Individual Contractor (IC) - UNOPS**  
**Information Management Associate, LICA-6**

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**Title: Information Management Associate, Individual Contractor (UNOPS)**

**Contract type: LICA**

**Contract level: LICA-6**

**Department/office: Port of Spain, Trinidad & Tobago**

**Duration: 01/05/19 through 31/12/2019, renewable subject to available funds and satisfactory performance**

**Application period: 03 April- 16 April 2019**

**General Background**

The Office of the United Nations High Commissioner for Refugees (UNHCR) has an international mandate to protect persons in need of international protection, including asylum-seekers, refugees and stateless persons.

Small island nations in the Southern Caribbean are hosting increasing numbers of refugees, predominantly from Venezuela: in Trinidad and Tobago, this population is estimated at 40,000; in Aruba, at 20,000; and in Curacao, at 7,000. Arrivals of Venezuelans both by plane and by boat are increasing, increasingly in an irregular manner. In addition to the Venezuelan population there are approximately 3,000 registered Cubans and smaller numbers of 30 other nationalities (including persons of concern (PoCs) from Syria, Jamaica, Bangladesh, Sri Lanka, and Colombia).

There is a need for data collection throughout the region on Persons of Concern, both registered and unregistered with UNHCR, these activities will primarily support protection monitoring; strengthen Inter Agency coordination through developing and setting efficient IM coordination tools and solutions that map multi-sectoral interventions distributed through implementing partners and operational partners.

**Duties and Responsibilities:**

The Information Management Associate will deliver:

- 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.
- Data collection, data management, analysis and visualization, information sharing and dissemination.

The Information Management Associate will assist 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 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.

### **Monitoring and Progress Controls**

- Operationalize country-specific common data standards and promote them with partners, including UNHCR data standards and the IASC Common Operational Datasets.
- Identify and obtain the needed data and information elements required to produce information products including but not limited to registration activities, protection monitoring and tracking of response intervention activities.
- Acquire, manage and maintain country specific geospatial datasets (Common operational datasets).
- Establish data collection, processing systems and the coordination of data collection teams.
- Support the country office in the analysis of processed data and information; and perform data quality and consistency control.
- Compile and aggregate information elements required to produce standardized and ad hoc information products and implement data/information collection plans for baseline and context-specific data.
- Fulfil statistical reporting requests for population and operational data.
- Support assessment processes and initiatives, including the design of data collection tools.
- Provide technical support in humanitarian information management, including operational web platforms and services.
- Share UNHCR data with partner agencies and maintain Portal data and information in-line with agreed frequencies.
- Support the production and review of relevant documents, reports and other communication material, including data analysis and supporting visualization (infographics, reference and thematic maps).
- Develop relationships with key stakeholders to facilitate information exchange and support information dissemination mechanisms.
- Perform any other duty as required by the country office.

### **Authority**

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

**Education:**

Completion of Secondary education with certificate/training in information technology, demography, statistics, social sciences or any related area.

**Work Experience:**

- At least 6 years of relevant work experience.
- Advanced Excel skills (e.g. pivot tables, functions, etc.) and MS Access or other databases.
- Ability to present information in understandable tables, dashboards and infographics.
- Knowledge of Adobe Illustrator, IndDesign, PowerBi.
- Experience with handling confidential data and demonstrated understanding of different data collection methodologies.

**Knowledge and competencies:**

- Successful participation in the Operational Data management Learning Programme.
- Knowledge of ArcGIS or other mapping software (e.g. QGIS) is an asset.
- Experience with HTML, PHP, ASP and/or Java an advantage.
- Proven skills to analyse statistical information.
- Ability to formulate IM-related technical requirements and Operating Procedures.
- Good communication and interpersonal skills.
- Ability to communicate with technical as well as non-technical people.
- Ability to prioritize multiple tasks effectively.
- Fluency in English and working knowledge of Spanish.

**Application deadline: 16 April 2019 by 4:00 pm (Trinidad and Tobago time)**

Receipt of application will not be acknowledged and only short-listed candidates will be contacted for an interview.

Interested candidates meeting the above requirements are requested to submit:

- 1) UNHCR Personal History Form available: [www.unhcr.org/recruit/unhcr-phf.docm](http://www.unhcr.org/recruit/unhcr-phf.docm)
- 2) A letter of motivation by e-mail to [ttopohr@unhcr.org](mailto:ttopohr@unhcr.org) quoting

**“Information Management Associate, LICA-6”** in the subject line of the email.

**Late or incomplete application will not be accepted.**

**Please no phone calls.**