


Advertisement		
Junior Professional Officer		
Associate Operational Data Management Officer		
UNHCR, the UN Refugee Agency	26 March 2023 (midnight Geneva time)	
I General information		
Title:	Associate Operational Data Management Officer	
Sector of Assignment:		
Country:	In Tunisia for the Libya operation	
Location (City):	For Tripoli, Libya but based in Tunis, Tunisia	
Agency:	UNHCR	
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum total of 3 years	
Grade:	P2 step 1 in the first year	
<p>Note : this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed to PEOPLE WITH THE DUTCH NATIONALITY and NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING COUNTRIES ELIGIBLE FOR THE DUTCH JPO PROGRAMME:</p> <p>https://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf</p> <p>For criteria see the website of Nedworc Foundation: Junior Professional Officer Programme - Nedworc Foundation Please read the criteria and FAQ section carefully before considering applying.</p>		
II Duties and responsibilities		
General		
<p>The Associate Operational Data Management Officer (AODMO) supports the operational data systems and activities that fall under the responsibility of the respective country, regional or global entities. S/He functions under the supervision of the DIMA Coordinator/Senior Information Management Officer /Senior Registration and Identity Management Officer /Operational Data Management Officer or as delegated. The AODMO liaises closely with the relevant technical units at the country, region or headquarters level for technical guidance on data and application management. The AODMO is closely collaborating with the headquarters technical division</p>		

responsible for information systems and technology to ensure that global standards relating to operational data systems, including systems that process personal data of the persons of concern, meet the UNHCR global standards, including data security.

The Associate Operational Data Management Officer supports data-related activities conducted in the core applications, whether conducted by UNHCR, partners or Governments. The incumbent will provide high-quality, user-focused support services to UNHCR field operations and partners, in line with agreed standards and objectives. S/he also supports and implements provision of user access to systems and applications in accordance with data protection protocols. The incumbent supports building reports, templates and forms out of the operational data systems, including refugee registration and case management systems.

As delegated, the Associate Operational Data Management Officer coordinates closely with information management, registration and other functions in the Field, relevant sector leads, the Regional Bureaux and relevant Divisions in Headquarters to promote regional and global consistency in operational data management, including registration, population data and personal data. The incumbent may closely work with partners, including Government users of UNHCR applications.

Accountability

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.

UNHCR has reliable and up-to-date data on persons of concern. UNHCR registration and ProGres database are maintained with high quality so that it will be used for the operational planning and producing relevant reports and statistics.

Authority

Authorize updates and amendments of ProGres data and the ProGres SOP.

- Design operational reports, statistics, and other relevant data collection forms.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to:

- The incumbent will be able to produce factsheets and ad-hoc statistical reports.
- The incumbent will be able to conduct maintenance, technical support and troubleshooting for proGres servers and clients.

The JPO training programme includes the following learning elements:

- Protection Induction Program
- Prevention of Sexual Exploitation and Abuse
- ODM Module 7 – Registration
- ODM Module 8 - Principles of proGres

- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Registration Officer (P3)

Content and methodology of supervision

The JPO will be under the direct supervision of the manager indicated under 'Supervisor title and position number'. The supervisor will be responsible for the performance evaluation of the JPO. The manager will also ensure that the JPO is provided a thorough induction and orientation briefing, followed by on-the-job training as well as continuous guidance for training/learning opportunities throughout the assignment. In support to the manager, the JPO Unit provides the Supervisory Guidelines upon recruitment/reassignment of the JPO.

V Required Qualifications and Experience

Education:

Master degree or equivalent obtained in a recognised institution in Statistics, Economics, Information Technology, Information Management, Computer Science or related fields.

A first-level university degree (Bachelor degree or equivalent) in combination with qualifying experience (at least 3 years of relevant working experience) may be accepted in lieu of an advanced university degree.

FOR NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING COUNTRIES ELIGIBLE FOR THE DUTCH JPO PROGRAMME: Part of the candidates' academic training must have taken place in a developing country that appears on this list .

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

Working experience:

Minimal 2 years to maximal 4 years relevant working experience. Previous work experience must be in data management, information management, statistics, analysis and information technology.

Working experience within the UN system should not exceed 50% of the relevant working experience including UNV, (paid) UN internship and UN consultancy.

All paid work experience since obtaining Bachelor degree will be considered.

Full-time internship or relevant voluntary (non-paid) work is counted at 50%. Part-time internship or relevant voluntary (non-paid) work is counted at 25%.

Languages :

Essential: English

Desirable: Arabic

Key competencies

Essential:

- Analytical Thinking
- Innovation and Creativity

- Technological Awareness
- Judgement and decision making

Desirable:

- Familiarity with ProGress and registration system.
- Experience with GIS software such as ArcGIS and/or QGIS.
- Experience with HTML, PHP, ASP.net and/or Java is an asset.
- Experience with handling confidential data and demonstrated understanding of different data collection methodologies.
- Completion of UNHCR learning programmes on ODM and registration.
- Analytical skills in managing data sets and produce visual reports.
- Well-developed reading, writing, critical thinking, decision-making, problem-solving and interpersonal skills.
- Experience in managing monitoring and surveillance systems in humanitarian organizations or in large, complex organizations or familiarity with ProGres and registration system.

VI Background information on Agency/Department/Section

<https://www.unhcr.org/>

An important element of UNHCR Data Transformation Strategy 2020-2025 is the establishment of Data, Identity Management and Analysis (DIMA) units in all Regional Bureaux and potentially corresponding units in country operation, led by a senior staff to ensure that UNHCR has a capacity to produce, in line with global standards, quality data, information products, conduct region-level analysis, guide registration and identity management, and advise on responsible and effective data use at country- and regional-levels.

Operational data includes the following: population and demographic statistics, case management information, assessment results, situational analysis, protection incidents, vulnerability and risks, and programme response plans, delivery and implementation. It will be both sectoral data and inter- and intra-sectoral data. Systems that manage operational data include registration systems, sectoral monitoring systems, protection and programme monitoring systems, biometrics and identity management systems, case management systems and other data management approaches such as profiling and household surveys that manage the types of data defined above. The Associate Operational Data Management Officer (AODMO) supports the operational data systems and activities that fall under the responsibility of the respective country, regional or global entities. S/He functions under the supervision of the DIMA Coordinator/Senior Information Management Officer /Senior Registration and Identity Management Officer /Operational Data Management Officer or as delegated. The AODMO liaises closely with the relevant technical units at the country, region or headquarters level for technical guidance on data and application management. The AODMO is closely collaborating with the headquarters technical division responsible for information systems and technology to ensure that global standards relating to operational data systems, including systems that process personal data of the persons of concern, meet the UNHCR global standards, including data security.

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The role of Operational Data Management Officer position is very critical in a complex operation, like Libya Office. The office has been scaling up its activities and protection interventions, under pillar one and pillar four, in many areas in Libya since 2018, including Registration, Community Based Protection, Durable Solutions (Evacuations, RST, and Voluntary repatriation), and Rescue at Sea. All these activities are related to registration and data management of persons of concerns data. ODM position will be responsible on the technical side of the data, proGres servers, technical troubleshooting, solve technical issues related to data inconsistency. UNHCR Libya have never had an international ODM position, while the national staff capacity is very essential and important, additional support is needed to provide needed guidance and support to the team.

VII Information on living conditions at Duty Station

Classification: A, Family

Security: Security level: Low (2)

Health: Wide range of health services of good quality, hospitals, clinics and pharmacies are also available in French/English

Educational facilities: Pre-school as well as primary and secondary education available in French and English in international schools.

Housing: Hotels and private renting are available at a wide range of prices.

Other: Public transport (taxi, train and private vehicle rental), banks, internet and GSM companies are available.

VIII How to apply

- Applications must be sent through UNHCR's website before the closing date and time (**16 March 2023, midnight Geneva time**). [Careers \(myworkdayjobs.com\)](https://myworkdayjobs.com)
- Applicants will receive an automated acknowledgement of receipt after their submission.
- For general information on the JPO Programme please consult UNHCR webpage: [UNHCR - Junior Professional Officer](#)
- Only shortlisted candidates will be contacted.