UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
UNOPS VACANCY NOTICE

Title of Position:	Information Management Associate (2 positions)
Position Number:	UNOPS - Individual Contractor Agreement
Category & Level:	Local UNOPS, LICA-6
Location:	Gaziantep
Effective date:	As soon as possible
Duration:	Initially for 4 months (Renewable)
Closing Date:	**01 March 2017**

PREAMBLE

The international obligations of Turkey and its national legislative framework on asylum have shaped the form of the current collaboration with UNHCR. During the last 54 years, UNHCR and Turkey have been working together in close partnership. Turkey has provided the asylum space for persons seeking refuge, and UNHCR has assisted Turkey to determine who is in need of international protection and to enable access to rights by these persons. As the main partner of the Turkish State in the field of international protection, UNHCR Turkey continues to provide legislative and technical support as well as institutional capacity building support to the Directorate General of Migration Management (DGMM) and other national institutions.

As regard Syrian nationals who are hosted in Turkey under a Temporary Protection (TP) framework for Syrian nationals, refugees and stateless, UNHCR's work is to support the authorities through the provision of technical assistance and strong public advocacy for enhanced responsibility sharing.

UNHCR in Turkey also registers asylum-seekers, conducts RSD under the Mandate of the High Commissioner for all non- Europeans (with the exception of Syrians), intervenes to strengthen the protection environment and access to social support mechanisms, and endeavors to find durable solutions for the most vulnerable amongst those who are recognized as refugees provided they meet the criteria of the resettlement countries.

UNHCR in Turkey operates through a branch office in Ankara, with field offices in Gaziantep, Istanbul and Van, as well as field units.

To find our more information about UNHCR, please visit our website.

ORGANIZATIONAL CONTEXT

Turkey has been hosting a considerable number of refugees fleeing the conflict in Syria since the outset of the crisis. Throughout 2015, the Government of Turkey intensified its efforts to complete the biometric registration and documentation of Syrian refugees currently residing in Turkey. As of October 2016, according to the information provided by government officials, more than 2.7 million Syrian refugees have been registered. As to the status and legal rights, Syrian refugees in Turkey are granted temporary protection, as per the Regulation on Temporary Protection, which entitles them to registration, documentation and legal stay, access to education, primary/emergency health care, and access to the labour market.

While services are made available in camps, the vast majority of the 2.7 million Syrians are residing outside of camps and have limited access to services, mainly due to the constraints faced by the national institutions in responding to the protection needs of the refugees. As the co-lead agency for the Regional Refugee and Resilience Plan (3RP), UNHCR works closely with UNDP and other 3RP partners to strengthen the overall coordination of the interventions of aid agencies in Turkey to better supplement the response of the Government of Turkey. It also promotes a holistic approach for the protection of all persons of concern in line with the Turkish asylum legislations. In addition, UNHCR co-leads the Regional Refugee and Migrant Response Plan (RRMRP) with IOM to combat onwards movement to Europe. The framework for inter-agency cooperation and response to the arrival and movement of refugees and migrants in Europe via the Eastern Mediterranean and Western Balkans routes.

UNHCR's strategy is to support the national legal framework and capacity in responding to the large presence of refugees, as well as provide protection to all persons of concern and assistance to the most vulnerable in Turkey.

In close coordination with the Reporting Officer and Associate Information Management Officer in the IM/Reporting Unit, the Information Management Associate will work closely with the sectors in liaison with the inter-agency coordinator, sector leads and other partners in their respective areas of responsibility in Turkey to coordinate stakeholders and train focal points, as well as assist service providers with data entry as delineated in the concept note and work plan.

FUNCTIONAL STATEMENT

RESPONSIBILITIES:

- Coordinate as needed with UN Agencies, NGO's, INGO's and other actors.
- Monitor the data entered by the service providers, support if needed.
- Ensure that the service mapping platform is in working condition, and feedback received from the testers are shared with the UNHCR IMU.
- Ensure that the feedback is handled in a timely manner.
- Work closely with the Sector leads.

ESSENTIAL MINIMUM QUALIFICATIONS, PROFESSIONAL EXPERIENCE AND REQUIRED COMPETENCIES

- University degree in information technology, demography, statistics, social sciences or any related area.
- Job experience: Relevant to the function: 6 years.
- Advanced Excel skills (e.g. pivot tables, functions, etc.).
- Fluency in English and working knowledge of another relevant UN language or local language.
- Managing resources
- Analytical thinking
- Planning and organizing
- Ability to prioritize
- Organize work independently
- Proven skills to analyze statistical information
- Knowledge of the UN system and the humanitarian community.
- Knowledge of protection-related guidelines, standards and indicators.
- Proven skills to analyze statistical information.
- Ability to formulate IM-related technical requirements and Operating Procedures.
- Ability to translate planning-specifications into technical briefs for data capture and analysis, and vice versa.
- Ability to compile and holistically analyze diverse datasets.
- Experience with handling confidential data.
- Demonstrated information management skills.
- Demonstrated understanding of different data collection methodologies.
- Experience with relevant software such as ArcGIS, Mapinfo, SPSS, EpiInfo6, SQL Server, and/or progress.

DESIRABLE QUALIFICATIONS & COMPETENCIES

- Experience in web design and software development is an asset.
- Experience with HTML, PHP, ASP and/or Java is an asset.

ELIGIBILITY

<u>Candidates</u> must be legally present in Turkey at the time of application, recruitment and hire. Non-Turkish citizens are required to submit a valid Turkish residence permit at application to be considered.

SUBMISSION OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your <u>Personal History Form (P11)</u> and its <u>supplementary pages</u>, motivation letter, CV, copies of diplomas and Turkish residence permit (in case of foreign nationals) by e-mail with "*Your LAST name* –Information Management Associate – Gaziantep (UNOPS)" in the subject line to: <u>TURANREC@unhcr.org</u> **by 01 March 2017.**

Shortlisted candidates may be required to sit for a written test. Only short-listed candidates will be notified. No late applications will be accepted.

UNHCR/UNOPS does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).

REMUNERATION

A competitive compensation and benefits package is offered. Local UNOPS salary rates are similar to UNHCR salary rates. For information on UN salaries, allowances and benefits, please visit the portal of the <u>Office of HR Management of United Nations.</u>

Please visit <u>UNOPS portal</u> to find out more about the organization and remuneration package.