

16 January 2018

**VACANCY ANNOUNCEMENT**

***Information and Data Management Expert  
(UNOPS L-ICA)***

*The Central Mediterranean has become the primary entry point to Europe for refugees and migrants since mid-2016. In 2017, almost 120,000 refugees and migrants arrived by sea to Italy (34% decrease compared to 2016). Italy is also one of the main destination countries for asylum-seekers worldwide, with some 130,000 new applications during 2017.*

*Italy is at a critical juncture because of the continuing pressure on its asylum, reception and integration systems. The number of asylum seekers accommodated in various reception centres went in the last two years from 103,000 to over 190,000, with around 80% in emergency facilities. In addition, by the end of 2017, UNHCR estimates that there are 147,000 recognized refugees and beneficiaries of subsidiary protection permanently living in Italy, as well as an estimated 3,000 to 15,000 stateless persons or at risk of statelessness.*

*In such a context, having an accurate protection data and information gathering and analysis, as well as the ensuing reporting, regarding a number of specific areas such as access, reception, refugee status determination procedure, integration and resettlement is paramount to understand protection risks of UNHCR's persons of concern and inform UNHCR's advocacy and operational strategy, including through partners, accordingly. Information and data management will address asylum trends, UNHCR's activities and persons of concern, and will draw from a number of internal and external sources, taking into consideration UNHCR's robust field presence in Italy. In addition, as part of its work in Italy, UNHCR is undertaking a wide range of protection capacity building activities and is planning to launch a series of training online.*

*In this context, UNHCR is looking for qualified candidates to perform functions of Information and Data Management Expert.*

**Major Duties and Responsibilities:**

The Information and Data Management Expert will be part of the Protection team, under the supervision of the Legal/Protection Officer, and will work in close coordination with the Regional Reporting and IM team. The position will be based in Rome, Italy. Specifically, the incumbent will:

1. Collect, compile, aggregate and analyse data and information required to develop a comprehensive data-based view of protection issues and activities in Italy, for analysis, planning and advocacy purposes;
2. Support the Protection operation in the collection, analysis and processing of data, presentation and visualization of internal and external products, in relation to areas such as access to the territory, refugee status determination, integration, intervention with individual cases and reception, including by performing data quality and consistency control and monitoring and taking into account Age, Gender and Diversity;

3. Support and leverage geographic data for map production and use in geographic information systems (GIS);
4. Assist in training staff involved in information management activities, including data collection, training on-line and data entry teams;
5. Share UNHCR data with partner agencies and maintain Portal data and information in-line with agreed frequencies;
6. Provide technical Information Management support to Needs Assessment processes, specifically in data collection, processing/collation and analysis;
7. Contribute and support advocacy and capacity building activities with relevant government institutions in order to improve the national data management and analysis system;
8. Support the implementation of the Protection of Personal data Policy;
9. Support and upgrade internal data management and monitoring tools on behalf of protection staff, such as those relating to protection staff workload, access to training and other staff-welfare related activities;
10. Provide support to the Legal/Protection Officer, and other senior Protection staff in the operation, as required and depending on needs;
11. Perform other duties as required.

**Qualifications Required:**

- University degree in Computer Science, Information Technology, Demography, Statistics, Mathematics, Computer Engineering, Management Information System, Social Sciences, or other related fields, and have an interest in Human Rights, Asylum and/or Immigration issues;
- At least four years of experience in the field of Information management, implementing and maintaining data collection systems;
- Practical knowledge in data and information management tools and systems;
- Knowledge and skills on needs assessment methodologies and communication tools;
- Demonstrated work experience and knowledge on programming training online tools and management (with Moodle or others);
- Advanced Excel skills (e.g. Pivot tables, functions, etc.) and proven skills to analyse statistical information;
- Experience with handling confidential data and demonstrated understanding of different data collection methodologies;
- Experience with relevant software such as ArcGIS, Mapinfo, SPSS, EpiInfo6, SQL Server, and/or UNHCR proGres is desirable;
- Experience with HTML, PHP, ASP and/or Java is an asset;
- Experience and knowledge of GBVIMS and CPIMS is an asset;
- Great availability to move and travel within Italy, depending on needs and also at short notice;
- Fluency in English is essential;
- Fluency in Italian is preferable;
- Knowledge of other languages spoken by refugees and asylum seekers is desirable.

**Starting Date:** as soon as possible

**Envisaged Duration:** until 31 December 2018

**Duty Station:** Rome

**Remuneration:** UNOPS Local Individual Contractor Agreement (L-ICA) terms and conditions (L-ICA 6)

**Closing date for applications:** 29 January 2018

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**How to apply - PLEASE READ CAREFULLY:**

**Please download the Personal History Form (PHF)** at: [www.unhcr.it/HR/PersonalHistoryForm](http://www.unhcr.it/HR/PersonalHistoryForm).  
Complete the PHF in English and send it by email to: [itarovacancies@unhcr.org](mailto:itarovacancies@unhcr.org).

**Please quote position title in the subject line.**

*Incomplete or late applications will not be taken into account.*

*Acknowledgements shall only be sent to candidates short-listed for an interview.*

*Short-listed candidates will be required to sit a written test.*