



**ADVERTISEMENT**  
**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)**  
**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy Notice No. IVN/EVN/MOG/20/10**

<b>Title of Post</b>	<b>Assistant Information Management Officer</b>	<b>Category/grade</b>	<b>LICA 8</b>
<b>Duration of Contract</b>	<b>1 year (Initially)</b>	<b>Type of contract</b>	<b>UNOPS</b>
<b>Location</b>	<b>Mogadishu, Somalia</b>	<b>Date of Issue</b>	<b>13<sup>th</sup> October 2020</b>
<b>Effective date of assignment</b>	<b>As soon as possible</b>	<b>Closing Date</b>	<b>26<sup>th</sup> October 2020</b>

**Operational Context:**

Approximately 2.6 million people are internally displaced within Somalia, of which 1.7 million are in need of humanitarian assistance. In addition, 3.4 million non-displaced people are also in need of humanitarian assistance. Somalia hosts 48,000 refugees and asylum seekers. Serious protection concerns exist in Somalia due to widespread conflict compounded by COVID-19 and climatic shocks, forcing many people to flee and exposing them to multiple risks. Violations and abuses such as sexual and gender-based violence, child recruitment, attacks on civilian areas and forced evictions remain pervasive features of the protection crisis in Somalia. Individuals and social groups such as women, children, people with disabilities, older persons and people from marginalized communities are at heightened risk of violence, exploitation, exclusion and discrimination. Armed conflicts between government forces and non-state armed groups and their allies, and clan-based violence continue to endanger the safety of many people.

The humanitarian response in Somalia continues to be coordinated through clusters. UNHCR leads the clusters for protection, shelter-NFIs and CCCM. The protection cluster is coordinated by a full-time coordinator, and a co-coordinator from the Danish Refugee Council. The protection cluster comprises four areas of responsibilities: Child Protection (coordinated by UNICEF); GBV (coordinated by UNFPA); Housing Land and Property (coordinated by the Norwegian Refugee Council); Explosive Hazards (coordinated by UNMAS). The protection cluster has more than 100 partners, mostly NGOs, delivering protection services across the country. In 2019, the protection cluster received 21 percent of its total funding requirements (84 million USD) and was able to reach 962,000 people. In 2020, the protection cluster funding needs amount to a total of 83 million USD, for a target of about 1.9 million individuals. The protection cluster delivers key information products in support of the coordination of humanitarian protection services.

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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

Under the supervision of the Senior Protection Cluster Coordinator, the Assistant Information Management Officer will:-

- Coordinate information management activities and provide information management services to the Protection Cluster including its AoRs and act as IM focal point for the cluster with OCHA.
- Ensure collection and consolidation of data on cluster response, and production of key information projects (5Ws, partners map, dashboard on cluster response, directory, maps on cluster coordination).
- Ensure production of additional information outputs for the protection cluster, in particular with regard to the Somalia Protection Monitoring.
- Build a database to record safety audits conducted by protection cluster partners, main findings and track response by humanitarian partners from the relevant partners, and support regular reporting (monthly or bi-monthly) to Inter-Cluster Coordination Group.
- Support the dissemination of the Somalia Protection Mainstreaming Index (PMI – to be launched in 2021), in particular by developing mechanisms to collect index values from partners on a regular basis, and support regular reporting to progress of protection mainstreaming as measured by the index to HCT
- Develop information product to support the dissemination of the HCT 2020-2021 Centrality of Protection Strategy among humanitarian communities and other partners (such as: visuals on Centrality of Protection Strategic objectives, and regular reporting on progress made in implementation).
- Draft the country/operation-specific Information Management strategy and define operational and funding requirements for the implementation of the strategy. The strategy must include the internal management of information within UNHCR including document management, flows of information and discovery of data/information within UNHCR.
- Perform other related duties as required.

## Essential Minimum Qualifications and Experience

- University degree in information technology, demography, statistics, social sciences or any related area.
- At least 8 years (6 years with Advanced University degree) of relevant work experience of which at least 4 years combined field and/or headquarters experience in international organizations (e.g. UN agencies, INGOs, IOs, bi-lateral cooperation agencies, etc.).
- Command of key information management applications, including: EXCEL, PowerBI, KOBO, GIS/Mapping software.
- Knowledge of the UN system and the humanitarian community.
- Knowledge of protection-related guidelines, standards and indicators.
- Proven skills to analyze statistical information.
- Advanced Excel skills (e.g. pivot tables, functions, etc.).
- 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.
- Understanding of relational data theory.
- Excellent written and oral presentation skills.
- Excellent knowledge of English and UN working language of the duty station if not English.

\*\*\* For National Officer Positions, very good knowledge of local language and local institutions is essential.

## Competency Requirements:

### **Core Competencies:**

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

### **Managerial Competencies:**

- Managing Performance
- Judgement and Decision Making
- Strategic Planning and Vision

### **Cross-Functional Competencies:**

- Analytical Thinking
- Technological Awareness
- Planning and Organizing

## Eligibility:

MUST BE A SOMALI NATIONAL (Proof required).

## Remuneration:

A competitive compensation and benefits package is offered. For information on UN salaries, allowances and benefits, please visit the portal of the International Civil Service Commission at: <http://icsc.un.org>

## Submission of Applications:

If you wish to be considered for this vacancy, please submit your letter of motivation, valid national passport copy and signed Personal History Form by e-mail **clearly stating the position title, vacancy notice number in the subject line to: [sommohrs@unhcr.org](mailto:sommohrs@unhcr.org) by the 26<sup>th</sup> October 2020.**

The Personal History Form and its supplementary sheet are attached.

**No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview.** UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

*Refugees – who cares? We Do.*