

## VACANCY NOTICE

### **JO#37216/ 3718/ 37219 - Senior Data Management Assistant (Temporary Appointment)**

#### **Eligible Applicants**

This Job Opening is available to eligible UNHCR staff members and external applicants. Candidates must be legally present in Hungary at the time of application, recruitment and hire.

Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

#### **Procedures and Eligibility**

Interested applicants should consult the Administrative Instruction on Recruitment and Assignment of Locally Recruited Staff (RALS).

Temporary Appointment for a period of 3 months with possible extension.

#### **Duties and Qualifications**

Senior Data Management Assistant

##### Organizational Setting and Work Relationships

The position is normally supervised by a more senior staff member who provides the Senior Data Management Assistant with regular guidance and support. Subject to the nature of the task/assignment, s/he will work independently on routine tasks, while will follow instructions of the supervisor for more complex issues. The position has no supervisory role.

Contacts are mainly with the colleagues in the same duty station to exchange information and to discuss the work plans. External contacts are not frequent. In the Field locations, under supervision of the manager, the incumbent may play a liaison role with the national and local authorities for gathering and exchange of data.

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

- Enter data mainly related to asylum seekers, refugees and other persons of concern to UNHCR into the computer database.
- Prepare reports and project documents by providing information, preparing tables and drafting routine correspondence and reports.
- Assist in compilation of data and interpreting the statistics for various reports.
- Assist in the development of forms for data collection and analysis, if requested.
- Act as interpreter in the exchange of routine information and translate routine documents and correspondence as and when required.
- May be required to collect GIS data, update maps and undertake field trips to project sites.
- Decide on the data recorded in database.
- Decide on appropriate resolution to incidents and escalate issues to the supervisor if incident cannot be resolved within the scope of responsibility.
- Perform other related duties as required.

##### Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For G5 - 2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

NOTE: A completed and relevant minimum first level university degree (equivalent to BA or higher) shall count in full (100%) towards the required years of work experience. Priority will be given to eligible applicants meeting the full requirements.

Salary range: NET 431,375 HUF- NET 505,304 HUF

Field(s) of Education

Not applicable

Certificates and/or Licenses

Electronic Data Processing Information Technology

(Certificates and Licenses marked with an asterisk\* are essential)

Relevant Job Experience

Essential

Not specified

Desirable

Completion of UNHCR learning programmes or specific training relevant to functions of the position.

Functional Skills

IT-Computer Literacy

DM-Data Management

DM-Data collection methodologies

DM-Database Management

(Functional Skills marked with an asterisk\* are essential)

Language Requirements

For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English.

For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language.

For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

### **Position Competencies**

Competencies as defined in Job Profile

### **Language Requirements**

Please also note that English is essential for this Job Opening.

### **Closing Date**

The closing date is 10/06/2022.

Temporary Appointment for a period of 3 months with possible extension.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, colour or ethnic and national origins, religion or belief, or sexual orientation.

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

### **Benefits**

**Pension system:** Staff members holding granted a minimum of 6 months fixed-term/temporary appointment will become participants in the United Nations Joint Staff Pension Fund (UNJSPF).

**Health insurance plan:** locally recruited staff members in Budapest will be enrolled in the Medical Insurance Plan (MIP). The coverage is also optionally available for eligible family members.

### **Additional Information**

In case you face technical issues with MSRP system, please clean cache, cookies in your browser and try again. In addition you could try to use incognito mode during the application process or use another browser. If none of the above solved the issue, please contact us [hqbscapc@unhcr.org](mailto:hqbscapc@unhcr.org)

### **Operational Context**

**Nature of Position:** In the context of the Workday@UNHCR project the incumbents of the temporary positions will be responsible for manual data migration of HR information to our new ERP and later the same team is expected to be responsible for retro HR transactions for a temporary period. Additional tasks in the area of training, reporting, business process analysis and other project related administration are to be expected.

Application can be submitted here:

[https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS\\_HRAM.HRS\\_APP\\_SC\\_HJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&FOCUS=Applicant&Siteld=2&JobOpeningId=37216&PostingSeq=1](https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SC_HJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&Siteld=2&JobOpeningId=37216&PostingSeq=1)

[https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS\\_HRAM.HRS\\_APP\\_SC\\_HJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&FOCUS=Applicant&Siteld=2&JobOpeningId=37218&PostingSeq=1](https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SC_HJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&Siteld=2&JobOpeningId=37218&PostingSeq=1)

[https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS\\_HRAM.HRS\\_APP\\_SC\\_HJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&FOCUS=Applicant&Siteld=2&JobOpeningId=37219&PostingSeq=1](https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SC_HJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&Siteld=2&JobOpeningId=37219&PostingSeq=1)