

*Please note that effective 1 March 2019 we only accept applications submitted through the MSRP portal. All the internally/externally advertised job openings in the UNHCR Global Service Centre are available on the following website: [Job openings](#)*

## **VACANCY NOTICE**

### **JO#37963 - Data Management Associate (Temporary appointment)**

The Office of the United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and co-ordinate international action to protect refugees worldwide and find durable solutions for them. Established in 1950, its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, until they can return home voluntarily, integrate locally or to resettle in a third country. Today nearly 17,000 personnel work in 132 countries helping and protecting millions of refugees, returnees, internally displaced and stateless people.

As part of UNHCR outposted HQs, the Global Service Centre (GSC) in Budapest hosts among others Financial and Accounting Service, Human Resources services including global staff development, Supply and Procurement services, and ICT Service.

Nearly 500 staff members from around 79 countries work in the GSC. Locally recruited staff hold a University degree, fully conversant with computer technologies and are proficient in English. Several speak a second or third foreign language.

#### **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 the period of 364 days.

#### **Duties and Qualifications**

Data Management Associate

#### Organizational Setting and Work Relationships

The Global Infrastructure Section (GIS) is responsible for the management and coordination of building and facilities management at Headquarters through the HQ Facilities Team and provides guidance to field operations regarding acquisition or rental of land and buildings through the Field Facilities Support Team. This team also provides technical support on engineering matters related to property, building and leasing projects and maintains a database of UNHCR's land and buildings, either owned or under the right-of use agreements, as well as all lease agreements.

This position of Data Management Associate is to provide assistance and support to the core activities implemented by the Infrastructure Services Unit of GMIS. The main tasks include the administration of a new comprehensive database of UNHCR premises containing technical, financial, sustainability and accessibility data of UNHCR office facilities.

Under the direct supervision of the Snr Land and Buildings Officer, the incumbent is expected to assist in obtaining and managing office premises data, contribute to software development and user

testing, provide accurate recording and validation of data, reporting on projects across UNHCR's global field office network. The incumbent shall also provide customer support and help desk services to the operations and enhance collaboration with UNHCR facilities managers.

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

- Support that the database is developed in accordance with the business requirements and give input on improving the ease of use of the database.
- Provide technical support, training sessions and support material, as necessary, on the application of the database.
- Develop best practices for performance and operational efficiency, and forms and tools for data collection and analysis.
- Effectively communicate and interact with end-users in a courteous and appropriate manner.
- Ensure customer satisfaction and service excellence at all times, while remaining focused on achieving the required dataset.
- Ensure methodical follow-up of end-users until all data is received.
- Ensure day-to-day database management and maintenance tasks are carried out efficiently.
- Conduct regular audits to ensure data integrity, data quality and up-to-dateness.
- Prepare reports and statistical data from Microsoft Excel and other software as required by the management.
- Make large and/or complex data more accessible and comprehensible by providing a visual representation of the data through charts, graphs and maps.
- Interpret the results of data analysis and provide written summaries.
- Maintain an active pipeline and demonstrate the progress of each office on a weekly basis.
- Perform other related duties as required.

### Minimum Qualifications

Years of Experience / Degree Level

For G6 - 3 years relevant experience with High School Diploma; or 2 years 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 508,652 HUF- NET 596,302 HUF

### Relevant Job Experience

Essential

Knowledge of Microsoft Office (Excel).

Desirable

Knowledge of United Nations administrative, human resources and financial rules and procedures. Familiarity with ERP system supply chain and financials. Familiarity with data analysis and visualization software tools for business intelligence (such as PowerBI, Tableau, Oracle Visual Analyzer).

### Functional Skills

DM-Database Management

IT-Computer Literacy

IT-MS Office Applications  
PG-UNHCR's Programmes  
TR-Training/Coaching/Facilitation  
(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.

**Position Competencies**

Core Competencies:

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

Managerial Competencies:

Empowering and Building Trust  
Judgement and Decision Making

Cross-Functional Competencies:

Analytical Thinking  
Planning and Organizing  
Change Capability and Adaptability  
Technological Awareness

**Language Requirements**

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

**Closing Date**

The closing date is 07/07/2022

**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.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted. 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).

**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)

**Application can be submitted here:**

[https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=37963&PostingSeq=1](https://public.msrp.unhcr.org/psp/RAHRPRDX/EMPLOYEE/HR/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=2&JobOpeningId=37963&PostingSeq=1)