Position Title: Associate Database Manager
Category/Level: IICA - 1
Contract Type: UNOPS
Duty Station: Dukwi, Botswana
Type of Vacancy: Internal/External
Vacancy Number: VA/2018/06
Closing Date: 18/03/2018

Organizational context and Background:

The Associate Database Manager is responsible for the management of data collection and reporting activities in field operations. The incumbent liaises with relevant Officers in the regional hubs or sections in headquarters, as applicable, for technical guidance on data management. He/She normally supervises some support staff.

Functional expertise and responsibilities:

Role Accountability:
- UNHCR has reliable and up-to-date data on persons of concern.
- UNHCR registration and ProGres database are maintained with high quality so that it will be used for the operational planning and producing relevant reports and statistics.

Functional Responsibility:
- Manage the use, maintenance and technical support of databases used in the operation (registration, voluntary repatriation, resettlement, etc.) including planning and overseeing data collection, input and verifications; production of standard and ad hoc reports.
- Analyze and respond to report requests from UNHCR staff, local governments, partners, donors and Headquarters.
- Facilitate and/or undertake additional data collection activities including planning and coordinating data collection methodologies and analysis with relevant staff of other offices in the country, Regional Hub and/or Headquarters, as applicable.
- Be responsible for the registration (“ProGres”) database, oversee data input and reporting in close collaboration with other officers (protection, registration, community services, etc.).
- Assist in training of UNHCR staff as well as staff members of implementing partners in relevant aspects of data management.
- Liaise with Headquarters and Regional Office on new reporting requirements and procedures as needed; conduct data collection audits in order to ensure that no unnecessary data collection is occurring and to ensure that all necessary data is being captured; assist in development of new data collection and data analysis tools, including efficient data capturing forms; and create and maintain databases and spreadsheets that meet operational requirements.
- Liaise with Government counterpart and Regional office in view of proGres v4 deployment and interoperability with GoB data base;
- May be required to coordinate with GIS officers to ensure that data collection is compatible with GIS as necessary.
- Archive and backup database systems; ensure security of databases; perform database administrator functions.
- Assist in compiling and calculating statistics for resettlement, population figures, indicators, and other standard, annual, periodic and special statistical reports.
- Assist all units in creation, design and maintenance of database and spreadsheets that meet operational requirements.
Perform other related duties as required.

**Qualifications and experience required for the position:**
- Undergraduate degree (equivalent of a BA/BS) in Statistics, Economics, IT or related fields plus minimum 3 years of previous work experience relevant to the function or in data management, statistics, analysis and information technology. Graduate degree (equivalent of a Master’s) plus 2 years or Doctorate degree (equivalent of a PhD) plus 1 year of previous relevant work experience may also be accepted.
- Excellent knowledge of English and working knowledge of another UN language.
(In offices where the working language is not English, excellent knowledge of UN working language of duty station and working knowledge of English.)

**Desirable qualifications and experiences:**
- Familiarity with ProGress and registration system.
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Technical GIS knowledge.
Knowledge of another relevant UN or local languages.

Interested candidates are invited to send a motivation letter and a completed Personal History Form (or Fact Sheet, if internal) prior to the closing date of this vacancy to the address below. Please include the position title and vacancy number in the subject line.

rsaprhr@unhcr.org

Personal History Forms are available at www.unhcr.org/recruit/p11new.doc

Only short-listed candidates will be invited to sit for a written test and upon passing the test, will be called for interview.

**Female candidates are especially encouraged to apply.**