



Restoring Dignity, Inspiring Change

ASSOCIATE DATA AND INFORMATION ANALYST

Vacancy Notice: ADIA_01_GR/19_04

JOB TITLE	Associate Data and Information Analyst
LOCATION	Athens
ORGANIZATIONAL UNIT	UNHCR (Greece)
TYPE OF CONTRACT	Fixed term, full time
STARTING DATE	As soon as possible
CLOSING DATE FOR APPLICATIONS	31.03.2019

ABOUT ICMC

The International Catholic Migration Commission (ICMC) is an international non-governmental organization, whose mission is to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants - regardless of faith, race, ethnicity or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, migration and development.

As an implementing partner of UNHCR in Greece, ICMC deploys a highly qualified workforce of affiliate experts to assist UNHCR in providing operational support to the Greek asylum and migration management system. Since 2010, this pool of skilled professionals has been a critical component of UNHCR's protection capacity in Greece. The ICMC experts will be recruited and managed by ICMC and will work under the overall supervision of UNHCR Greece. They provide support on matters relating to protection, advocacy, legal information, law, country of origin information analysis, quality assurance, project management, and communications.

SCOPE OF WORK

The Associate Data and Information Analyst will be part of the UNHCR deployed team of capacity building experts to the Reception and Identification Service (RIS) falling under the Ministry of Migration Policy - General Secretariat of Reception. The team will assist the RIS to build a sustainable first-line reception system in the country and support the proper screening and reception of new arrivals in the country comprising of mixed migratory groups as well as the effective operation of reception facilities for asylum seekers and other third country nationals in the Greek mainland. The Associate Data and Information Analyst will work under the supervision of the Senior Protection Associate of UNHCR Athens. A functional communication line will exist with competent

Protection/Information Management staff of UNHCR. The incumbent will closely coordinate on daily duties and assignments with the Director of RIS, and upon the Director's guidance will collaborate on respective assignments within the Service with competent Heads of Units and coordinate on human resources related issues with the ICMC Project Support Staff in Athens.

RESPONSIBILITIES

- Support RIS in mapping of existing data collection, monitoring and reporting tools in use by the RIS; gaps analysis and recommendations to inform and advance the Strategy and Action Plan;
- Provide technical expertise in the drafting of guidelines on standards and methodologies of data collection and analysis, as well as guidelines on monitoring and reporting to be followed by the RIS Central Service and Regional Units with regard to its areas of responsibilities;
- Support RIS in the development of monitoring and reporting tools including drafting technical specifications as required for the needs of the Service;
- Support RIS in developing survey methods and analysis plans for data collection activities in the RIS and provide advice, as required;
- Define measurable indicators and provide guidance for the collection of data. Conduct site visits for data collection purposes;
- Support data collection within the RIS concerning the demography and well-being of refugees, asylum seekers and other persons who fall under the competence of the Authorities;
- Assist with the compilation, cleaning and analysis of data (with an age, gender and diversity perspective);
- Deliver analysis report and presentation of results in a clear and concise format;
- Provide support in preparing standard statistical reports for internal and external reporting purposes;
- Capacitate permanent/ contracted RIS staff on relevant methods and tools of data/information management and analysis, through targeted trainings, on-the-job coaching etc;
- Closely liaise with UNHCR in meeting the specific deliverables agreed for the deployed team of capacity building experts as per the project requirements;
- As an employee of ICMC, coordinate with the ICMC Liaison Manager in all employment and Human Resources matters, maintain regular coordination with the ICMC affiliate workforce deployed to UNHCR in Greece as well as with ICMC project support personnel in Athens.

REQUIREMENTS

- University degree or Post-secondary training/certificate in Electronic Data Processing, Data Management, Informatics Engineering, Social Sciences or other relevant discipline;
- Minimum of four (4) years of working experience relevant to the function;

- Advanced MS Excel and MS Access skills. Knowledge of VBA is an asset;
- Working experience with MS SQL queries is an asset;
- Highly analytical and quantitative skills, with strong attention to detail;
- Knowledge of GIS related software is an asset;
- Technological Awareness;
- Planning and Organizing;
- Collaborative personality, discretion, team builder, respect to diversity;
- Excellent oral and written Greek and English language skills;
- Enhanced ability to coaching and training others, and transferring knowledge, in the related fields;
- Knowledge of rules and processes in the context of State administration is an asset;
- Previous working experience with UNHCR is an asset.

HOW TO APPLY

Interested candidates should submit a detailed CV of maximum four pages in English, a motivation letter and two professional references with full and up to date contact details via email, to: Mr. Tasos Panagiotidis, ICMC HR Officer at hr.greece@icmc.net.

The closing date for receipt of applications is **March 31, 2019**.

The Vacancy Notice number **ADIA_01_GR/19_04** and the applicant's full name must be quoted in the email subject line.

Applications will be evaluated upon reception and interviews with shortlisted candidates may be conducted before the closing date. Referees may be contacted prior to the interviewing stage.

DATA PROTECTION

By submitting an application, you agree that ICMC collects and manages the information that you provide. You also agree that your data may be shared with UNHCR. Your personal information will be used for recruitment purposes only. Your application will be treated with strict confidentiality.

Owing to the volume of applications, ICMC regrets that only applicants short-listed for an interview will be notified.

ICMC is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age. Applications will be treated with strict confidentiality.

ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuses and all forms of unlawful harassment, including but not limited to sexual harassment. Screening of applications includes the vetting for records of prior misconduct and reference checking. ICMC can take other necessary measures to ensure that people involved in substantiated cases of sexual exploitation, abuse and harassment are not recruited.