

**United Nations High Commissioner for Refugees (UNHCR)
Branch Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/ 2017/29
Internal/External Circulation**

Position Title: Data Management Assistant	Position Level: GL4	Date Issued: 08/06/2017
Position No.: 10011971	Report To: RSD Officer (Exclusion)	Closing Date: 22/06/2017
Section/ Unit: Protection	Duty Stations: Damascus	Contractual Status: Fixed-Term Appointment

Availability of the Post: Immediately

Accountability:

- The Office has reliable and up-to-date data on persons of concern.

Duties and Responsibilities:

- Enter data mainly related to asylum seekers, refugees and persons of concern to UNHCR into the computer database.
- Contribute to the preparation of reports and project documents by providing information, preparing tables and drafting routine correspondence and reports.
- Update and maintain existing databases and generate various statistical 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 undertake field trips to project sites.
- Perform any other duty, as requested.

Qualification Required

Education and Skills:

- Education: Completion of the Secondary Education with post-secondary training/certificate in Electronic data processing, Information Technology or related field.

Experience:

- Minimum 3 years of previous job experience relevant to the function.

Languages:

- Fluency in English and Arabic.

DESIRABLE QUALIFICATIONS & COMPETENCIES:

- Knowledge of any other relevant UN or local language.
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.

For Syrian or Syrian Palestinian only

Please apply in writing (P.11, CV and application/motivation letter), indicating vacancy announcement number, position title and preferred location to:

Attention Vacancy No: UNHCR/VN/2017/29, Data Management Assistant, Damascus

Applications: must be submitted by e-mail to the address indicated below:

Human Resources <SYRDAHUMANRES@unhcr.org> No hard copies (paper applications) will be accepted.

Applications must be submitted with reference to the Title, vacancy announcement number and Position number to be mentioned clearly in the subject of application's e-mails.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competition, and will be invited for a written test and an interview.

Personal history (P.11 form) is attached or can be down loaded from:

<http://www.unhcr.org/recruit/p11new.doc>

P.11 form is mandatory and should be SIGNED by applicant.

Distribution:

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