



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

VACANCY NOTICE

Associate Data Protection Officer, Norms & Standards Section of Global Data Service, UNHCR Copenhagen

Title: Associate Data Protection Officer

Vacancy No: CPH/VN/2021/031

Duty Station: Copenhagen, Denmark

Contract Type: UNOPS IICA-1/LICA-9 (The vacancy is open to Local and International candidates. The subsequent contract will be issued according to the status of the selected candidate)

Duration: ASAP until 31/12/2021 (with a possibility of extension)

Deadline of Applications: 25 July 2021

Operational Context

The Associate Data Protection Officer is part of the Data Protection Unit, sitting in the newly established Norms & Standards Section of the Global Data Service in Copenhagen. The role of the Norms and Standards Section within the Global Data Service is to provide guidance and set direction on UNHCR's collection, analysis, storage, and dissemination of operational data and information relating to POC and their situation, including on data protection standards of personal data. It also guides discussions on data protection, data security and data ethics in close collaboration with relevant Divisions and other entities in UNHCR.

In close consultation with relevant Divisions and other entities, the Section sets standards, policy and guidance for data management and encourages development of secure and interoperable operational data systems for UNHCR agility and modernization. It reviews and validates specialized operational data standards, policies and guidance proposed and drafted by respective subject-matter experts to ensure coherence and harmonization across UNHCR.

The Section coordinates the efforts to monitor compliance with operational data standards across different types of data systems and processes to inform future standard setting and policy enhancement, as well as ensuring the overall reliability of evidence for data informed decisions. The Section advances the concepts of data protection by design and by default. It serves as the key advisor on the interoperability of data collected both internally and externally, and how to store and disseminate non-personal data responsibly to help establish an open data culture. Furthermore, it acts as the main entry point for Data, Identity Management and Analysis units (DIMA) in Regional Bureaux for a cross-sectional and cross-functional coherence, harmonization and monitoring.

The Associate Data Protection Officer reports to the Data Protection Officer or the Senior Data Protection Officer. The incumbent maintains close contacts with other sections of the Global Data Service. The role of Associate Data Protection Officer is also required to ensure operational buy-in for the system and proper policy compliance and accountability structures.

Duties and Responsibilities

Under the supervision of the Senior Data Protection Officer, the incumbent will:

- Carry out research on specific data protection themes in support to ongoing work by the Data Protection Unit;
- Assist the Senior DPO in responding to requests from country operations and regions on a variety of data protection issues;
- Ensure that all Data Sharing Agreements are reviewed and cleared by the DPO;
- Ensure follow-up, representation in and prompt and timely input to projects with a data protection dimension, as delegated by the Data protection Unit;
- Participate in the design and elaboration of global data sharing frameworks with other organizations, such as the World Bank or IOM;
- Provide support in the organisation and/or delivery of training to UNHCR staff and partners on UNHCR's data protection policy and guidance, as well as its Operational Guidelines;
- Assist and contribute to the development of standard procedures to ensure data subject rights are implemented;
- Help maintaining inventories of information provided by Data Controllers and Data Protection Focal Points, including Data Sharing Agreements, Data Protection Impact Assessments, data breach notifications, and requests and/or complaints by data subjects;
- Contribute to the establishment of a data breach notification mechanism.
- Support the Unit in monitoring and reporting on compliance with the 2015 Policy on the Protection of Personal Data of Persons of Concern to UNHCR, including through contributing to an Annual Data Protection Report;
- Perform other related duties as required.

Monitoring and Progress Controls

- Data protection advice, advisories, data sharing agreements, data protection impact assessments and other relevant documents are filed in the institutional repository.
- Data Controllers, Regional DPOs and Data protection Focal Points lists are kept up to date.

- Requests for advice are answered (draft responses are produced) in a timely manner.
- Regular feedback to the Senior DPO on projects with a data protection component that are to be followed by the Associate DPO.

Minimum Qualifications

Education & Professional Work Experience

Required Experience

- 3 years relevant experience with High School Diploma; or 2 years relevant work experience with Bachelor or equivalent or higher
- Experience in researching and/or working on data protection and/or privacy issues.
- Familiarity with data protection principles and data subjects' rights.
- Understanding of and/or interest in new technologies, including the use of mass communication (SMS) services, cash-based interventions, cloud technologies, data analytics/big data and others.
- Familiarity with the principles and concepts of international protection.

Field(s) of Education

Business Administration, Information Technology, Law, Political Science, Social Science, Economics, Statistics, Demography, Data Science, Development or other relevant field with demonstrated relevance for data protection and information security.

Desirable Experience

- Experience with a National Data Protection Supervisory Authority or in a data protection-related position in a company, public authority or body, or International Organisation.

Key Competencies

Required:

- MS-Drafting, Documentation, Data Presentation
- UN-UN/UNHCR Interagency Policies, Standards, Programmes, Partnerships, Humanitarian Ops
- PR-Protection related guidelines, standards and indicators
- DM-Development of and revision of data standards

Desired:

- Exposure to UNHCR-specific and humanitarian data and information management systems such as ProGres, Kobo, PowerBI, ActivityInfo, Service Advisory
- Good data visualization and presentation skills

- Knowledge of another UN working language.
- Knowledge of another UN working language.

Location and Conditions

Full-time position with 40 working hours per week. The successful candidate will be based in Copenhagen, Denmark.

Only shortlisted candidates will be notified. No late applications will be accepted.

A written test might be included in selection process.

To Apply

Interested candidates should apply online through the [MSRP Portal](#) with a Letter of Interest

- **Job Opening ID 28301: Associate Data Protection Officer (UNOPS)**

The vacancy is open to Local and International candidates. The subsequent contract will be issued according to the status of the selected candidate.

For any technical problems encountered during the online application, please contact the Global Service Desk at HQUSSD@unhcr.org by allowing sufficient time for the resolution of issue.

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

The deadline for applications is **25 July 2021 midnight**.