Vacancy Notice

Statistics and Data Analysis Associate, GS-6

Global Data Service (GDS),

UNHCR Copenhagen, Denmark

Vacancy no: CPH/VN/2021/038

Job Opening ID: 31601

Title: Statistics and Data Analysis Associate

Duty Station: Copenhagen, Denmark

Contract Type: Fixed Term Appointment

Grade: GS-6

Application closing date: 09 December 2021

Organizational Context

The UNHCR Data Transformation Strategy 2020-2025 envisions that by 2025 UNHCR becomes a trusted leader on data and information related to refugees and other persons of concern, thereby enabling actions to protect and to empower persons of concern. The Strategy stipulates investing in four complementary priority areas: data management and governance; information systems; capacities and skill development; and culture for evidence-informed decision-making. The strategy envisages data and information management functions in UNHCR carried out in a complementary and inter-linked manner between Headquarters Divisions and Services, Regional Bureaux, Country Operations and key external partners, including persons of concern.

Under the supervision of the (Senior) Statistics and Data Analysis Officer, (Senior) Statistician, (Senior) DIMA Coordinator or other designated manager, the Statistics and Data Analysis Associate assists in coordinating and supporting statistical and data analysis activities in the relevant Office(s) or Service for evidence-informed planning, advocacy, and coordination. This includes liaising on related statistical and data issues with other UNHCR Offices, programme

and protection colleagues, technical units (e.g. health, livelihoods, shelter, energy, and education) as well as key external stakeholders and other agencies, including Government partners in the national statistical system.

The Statistics and Data Analysis Associate provides technical support for the design, data collection, processing, analysis and dissemination stages of the statistical process. S/he will provide the necessary quality assurance and technical support for statistical and data analysis activities to Headquarters, the Regional Bureaux, and Operations; helps ensure these processes are in accordance with technical and ethical statistical standards; and undertakes global, regional or country-specific statistical and data analysis activities.

The incumbent will support multi-stakeholder, multi-sector, and multi-country activities in relation to planning, funding and advocacy efforts, as well as internal and external assessments, regional and country-based planning and monitoring activities.

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 and Responsibilities

-        Contribute to data, information management and registration strategies with statistical and data analysis elements with a vision on the use of statistics and analytical data products, particularly in planning, programming and advocacy, at the country, regional and HQ levels as appropriate.

-        Implement UNHCR's policies and procedures on planning and reporting on UNHCR's operational activities (results-based management and planning figures).

-        Support quality assurance and provide technical advice on statistical analyses and indicators; take part in relevant planning processes as appropriate and where support is needed.

- Contribute to the development or revision of statistical concepts, definition, standards and classifications used in UNHCR for research and decision-making.

- Contribute to the development or improvement of statistical methods and quantitative models for analyses and projections on forced displacement and statelessness.

- Support implementation of coherence and compliance with organisational standards, methodologies, and support for data analysis activities such as surveys, secondary data reviews, targeting and vulnerability assessments, indicator definition, population estimation, statistical analysis, predictive analytics, big data, international recommendations, data visualisation, official statistics and other statistical and data analysis activities.

- For all data collection or statistical analysis activities, contribute to developing plans and monitor implementation to ensure statistics and analysis are of highest standards.

- Ensure statistical and analytical products produced by UNHCR or with partners meet required standards and are compliant with relevant policies to uphold integrity, veracity, reliability and credibility.

- Compile, consolidate, validate and disseminate official statistics on populations of concern to UNHCR at country, region or global level, including annual statistics.

- Support the development or revision of methodological approaches and standards for statistical surveys conducted by UNHCR or partner organizations in support of monitoring, assessment, targeting, evaluation, operational plans and results reporting.

- Support the design and implementation of relevant statistical analytical products and oversee their production, including quality assurance.

- Undertake data analysis activities, including on persons of concern derived from UNHCR¿s data systems such as, registration and identity management, results-based management, back office or other sectoral data systems.

- In coordination with sectoral and other data staff, apply statistical scenarios and models based on historical, recent and seasonal information to support comparative country, regional and global analysis, including political and sociodemographic trends.

- Advise on the appropriate methods and tools to be used in statistical and data analysis activities to be undertaken in regional or country, or by other Headquarters units.

- In coordination with sectoral and other data staff, provide administrative support to the review and development of indicators to be used to report on UNHCR¿s populations of concern.

- Contribute to technical and sectoral reports and to recommendations for follow-up actions with regard to the strengthening of statistics and data analysis.

- Provide input to statistical and analytical reports for UNHCR and/or with partners, manuals and websites within the Area of Responsibility (AoR).

- With information management staff, support consistency in the analytical approach at global, regional and/or country level, including for the purpose of cross-border analysis and response.

- Contribute to partnerships and activities relevant to statistics and data analysis within the AoR.

- If required, participate on behalf of UNHCR in meetings or conferences.

- Provide administrative support to capacity strengthening activities for UNHCR and other stakeholders, including national statistical partners on statistics.

- Organize and participate in missions, workshops, seminars, working groups and expert meetings as a technical resource person, providing technical documents and drafting relevant reports.

- Perform other related duties as required.

Essential Minimum Qualifications and Professional Experience Required

Education & Professional Work Experience

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

Relevant Job Experience

Essential:

2 years in data or statistical field. Experience with national and/or international statistical systems. Ability to translate planning-specifications into technical briefs for data collection and analysis, and vice versa. Understanding of different data collection methodologies. Familiarity with planning, programming, strategic planning, project development, budgeting and resource mobilization. Experience working with partners, including host and donor Governments, humanitarian and development partners.

Desirable:

Experience with data analysis in developmental or humanitarian contexts. Understanding of the principles and concepts of international protection and UNHCR. Experience in data collection and analysis in field situations preferably in the context of UNHCR.

Knowledge of international protection, human rights and international humanitarian law. Knowledge of UNHCR and interagency policies, standards, programmes and operations. Knowledge of GIS and geospatial systems and techniques. Understanding of civil registration and other national population registration systems. Experience working with or in national statistical offices.

Functional Skills:

DM-Data collection methodologies;

DM-Data Management.

IM-Statistics Analysis;

DM-Open Source Software & Data;

DM-Population census and econometrics;

DM-Protection Data Management Systems;

DM-Qualitative data analysis;

DM-Quantitative data analysis;

(Functional Skills marked with an asterisk* are essential)

Language Requirements

For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

Competency Requirements

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies

Empowering and Building Trust

Cross-Functional Competencies

Analytical Thinking

Innovation and Creativity

Technological Awareness

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.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.

Operational Context

The incumbent will be a member of the Demographics and Asylum Statistics Unit of the Statistics and Demographics Section. The Unit coordinates the compilation, analysis and dissemination of UNHCR's global population statistics which are currently collected twice a year. This is done in close coordination with the Data, Identity Management and Analysis units (DIMA) in the seven Regional Bureaux. The incumbent will also support the drafting and production of UNHCR's main statistical publications, i.e. Global Trends and the Mid-Year Statistical Report as well as data stories published on the refugee data finder. To fulfill the Unit's mandate, advanced statistics skills are a prerequisite including applied experience using statistical software or languages such as R, Stata, SPSS, Python, SAS etc. with preference for R. Experience with publishing data stories, in terms of content, data visualization and the associated web development languages are also highly desirable.

The incumbent is expected to work closely with colleagues in the Predictive Analytics, Populations Estimates & Statistical Modeling Unit and Statistical Technical Support Unit to ensure a coherent and coordinated approach to UNHCR's global statistical mandate to improve the organization's ability to deliver protection and solutions for forcibly displaced and stateless people.

In additional to the skills noted in the job description, the ideal candidate will demonstrate as many of the following skills as possible:

- Demonstrated skills in crafting accessible statistical digital content for users.
- Experience working on the design and building of statistical systems and dashboards.
- Experience with using standard web technologies (HTML, JavaScript and CSS) to produce easy-to-use, rich user experiences when interacting with UNHCR's statistics.

- Demonstrated comprehensive data technical skills, including knowledge of data system design and function, data structure and statistical analysis, and proficiency in all phases of the data lifecycle.
- Knowledge of data protection.
- Consensus building, team building and cultural sensitivity needed as the team is diverse.
- Ability to come up with innovative and creative solutions to statistical challenges.
- Strong analytical skills in conducting research and developing policy and concept papers.

Additional Relevant Skills

Desirable

IM - Statistics Analysis

CO-Data Visualisation Techniques/Software

CO-Digital Journalism

CO - Blogging

CO - Website development

IT-Front-end web development (HTML/CSS)

To Apply

All applications are received online through the MSRP Portal with a Letter of Interest.

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

A written assessment might be included in the recruitment process.

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 midnight 09 December 2021.