

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

VACANCY NOTICE

Associate Statistics Coordination Officer (Communications), IICA-1

Statistics and Demographics Section, Global Data Service,

UNHCR Copenhagen, Denmark

Title: Associate Statistics Coordination Officer (Communications)
Vacancy Notice No: CPH/VN/2022/056
Duty Station: Copenhagen, Denmark
Duration: 15/01/2023 through 31/12/2023 (with possibility of extension)
Contract Type: UNOPS IICA level 2 (International Individual Contractor Agreement)
Application deadline: 6 December 2022 CET

Organizational Setting and Work Relationships

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities, and stateless people. Every year, millions of men, women, and children are forced to flee their homes to escape conflict and persecution. UNHCR teams are in the field in over 130 countries, using their expertise to protect and care for over 94 million people.

UNHCR's mandate to protect and find solutions for refugees and other forcibly displaced persons increasingly relies on the availability of timely and reliable data and analysis. The Agency's Global Data Service (GDS) based in Copenhagen, is the focal point in UNHCR for the implementation of its Data Transformation Strategy that was established to facilitate this process over the next few years. Within this, the Statistics and Demographics Section (SDS), coordinates the collection, analysis and dissemination of UNHCR's statistics, and provides technical statistical support to regional bureau and country offices. It aims to support the development of improved and more efficient systems for statistics on refugees and other persons of concern to UNHCR, such as stateless people and internally displaced persons (IDPs).

Increasingly, UNHCR's data efforts are grounded in collaboration and joint engagements with partners to better achieve outcomes for those affected by forced displacement. In contexts of protracted displacement, working closely with governments and national statistical offices to enhance national ownership of data produced and better integrate refugees and IDPs into national statistical systems is a core priority. As part of this effort, UNHCR has taken a leading role in the Expert Group on Refugee, IDP and Statelessness Statistics (EGRISS), both as a Steering Committee member and through hosting its secretariat. The EGRISS consists of 54 countries and 34 international/regional organizations. Other Steering Committee members include the World Bank, Eurostat, Statistics Norway, Joint IDP Profiling Service (JIPS) and United Nations Statistics Division (UNSD), Internal Displacement Monitoring Centre (IDMC), International Organization for Migration (IOM), World Bank-UNHCR Joint Data Center (JDC), United Nations Economic and Social Commission for Western Asia (UNESCWA), Ukraine, Colombia, Kurdistan Republic of Iraq and African Union (AU).

The EGRISS was established in 2016 by the UN Statistics Commission to develop recommendations on refugee and IDP statistics and produce guidance for their implementation at country level. The International Recommendations on Refugee and IDP Statistics (IRRS and IRIS) were endorsed in 2018 and 2020, respectively, and implementation work supported by the EGRISS is ongoing through advocacy, capacity building, and further methodological development and testing. In addition, the EGRISS is also in the process of developing International Recommendations on Statelessness Statistics (IROSS) that are expected to be endorsed at the UN Statistics Commission in March 2023.

Central to the role of the Secretariat and EGRISS more broadly are advocacy and communications activities. Effective dissemination of relevant guidance and tools, creating spaces for national and international partners to share experiences and lessons learnt, documenting and facilitating the promotion of good practice through publications and events - are all critical tools to help EGRISS successfully complete its mandate. The Associate Statistics Coordination Officer (Communications) will join the EGRISS Secretariat and support key activities, with a particular focus on coordination and communications activities.

The Associate Statistics Coordination Officer (Communications) will support the work of the Expert Group on Refugee, IDP and Statelessness Statistics (EGRISS). She/he will report to the Senior Statistics Coordination Officer (EGRISS) and will work in close collaboration with other EGRISS Secretariat colleagues as well as members of the EGRISS Steering Committee and wider membership.

Duties and Responsibilities

The Associate Statistics Coordination Officer (Communications) will support the implementation of EGRISS third mandate in the following ways:

A – Communications and Advocacy:

- Supporting the coordination of EGRISS organized and co-organized events which can include workshops, conferences, side events and webinars. Responsibilities include event design/preparation such as identifying speakers and supporting their preparations, administrative/logistical arrangements or developing and disseminating invitations etc.; event delivery such as agenda development, coordination of speakers, support to moderators etc.; and post-event follow up such as report development and dissemination as needed.
- Managing EGRISS website (www.egrisstats.org) including content development and coordination, maintenance and updating of content using Wordpress, improving search engine optimization, and liaising with UNHCR's Digital Service for website development work as needed.
- Development and publication of EGRISS quarterly newsletter including content development and coordination, managing review processes, organizing the mailing list and liaising with UNHCR Selligent support team as needed.
- Development and management of other EGRISS publications including EGRISS annual report, flyers and methodological papers, liaising with external graphic designers and printing services as needed and/or conducting layout/design directly.
- Managing EGRISS social media accounts (currently Twitter and Youtube) to ensure regular and relevant content is shared and traction/reach is improved.
- Maintaining EGRISS membership list ensuring it is kept up to date and can be used as an effective tool for different purposes.
- Managing EGRISS communications calendar for internal coordination purposes.
- Monitoring & evaluating of EGRISS communications products and processes, including for reporting purposes.
- Establishing EGRISS communications network with relevant partners (e.g. Steering Committee members, UN Statistics Division and regional commissions) to enhance EGRISS communications outputs.

B – Coordination and Reporting Support, including:

- Organization of Steering Committee meetings (including Annual High Level Steering Committee meeting), drafting meeting minutes and logistical arrangements if relevant.

- Support for subgroup meetings and activities related to promotion/dissemination of EGRISS products and platforms to facilitate peer-to-peer exchange between countries.
- Drafting and/or editing of EGRISS narrative reports to donors, UN Statistics Commission or other stakeholders.

C – Technical Support (depending on background of selected candidate), including:

- Research in support of specific sub-group activities.
- Documenting experiences and lessons learnt from countries and institutions working to implement the international statistical recommendations produced by EGRISS, including the development of case studies.

Essential minimum qualifications and professional experience required

Education

- University Degree in Communications, Statistics, Public Policy, Social Sciences, International Relations or any other related field.

Work Experience

Number of years of required work experience:

- 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree.

Areas of required work experience:

- Experience supporting the organization of professional conferences, events or workshops
- Experience writing / editing publications in English, including reports, newsletters, blogs etc.
- Experience using website content management systems (e.g. Wordpress), social media platforms and newsletter management tools (e.g. Selligent)
- Experience working with multi-stakeholder, multi-cultural projects with significant coordination needs

Areas of work experience that would be an asset:

- Experience working with National Statistical Offices or in the area of statistical production, quantitative data collection, analysis, data visualization or dissemination processes
- Previous UN experience or experience of working with an international organization (HQ or country level).

- Experience working on migration, forced displacement, statelessness, humanitarian/development issues
- Proficient use of more than one UN language (e.g. French, Spanish, Arabic)
- Experience working with graphic design software

Competency Requirements

- Knowledge about forced displacement, statelessness, migration or related topics;
- Understanding of official statistics, including different data sources (surveys, administrative data and census);
- Experience with developing written material for different audiences and platforms (reports, notes from meetings and advocacy material);
- Knowledge of MS Office and Adobe suit and other relevant softwares;
- Excellent organizational skills and ability to work within established deadlines;
- Excellent oral and written communication skills and interpersonal abilities with fluency in English and knowledge of another UN language.

Location and Conditions

The successful candidate will be based in Copenhagen, Denmark. The position is a full-time role with 40 working hours per week. Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19. A written test might be included in the recruitment process.

To Apply

Interested applicants should submit their application through www.unhcr.org/careers.html, click on vacancies and search for **JR2204358**.

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.

For any technical problems encountered during the online application, please contact the Global Service Desk at globalsd@unhcr.org with the HR unit dencocmuhr@unhcr.org in copy. Please be mindful of the processing time it may take to resolve the problems.