



### Internship Vacancy 2018/HRI/001

The Representation of the United Nations High Commissioner for Refugees (UNHCR) in Greece invites candidates to apply for the following internship vacancy:

<b>Position Title and Grade: Information/ Data Management Intern</b>	<b>Duty Station: Thessaloniki – Greece</b>
<b>Contract Type: Internship</b>	<b>Duration: 3 months with a possibility of extension up to total period of 6 months</b>
<b>Position Number: Internship</b>	<b>Deadline: 19 January 2018</b>

#### **Operational Context:**

There are some 50,000 refugees and migrants currently hosted in Greece. In 2017, A TOTAL 29,720 people arrived by sea, and some 5,500 by the GREECE-TURKEY land border, the majority from Syria, Iraq and Afghanistan. UNHCR supports the Government, WHICH coordinates the refugee and migrant response, in the development of policy, with capacity building and targeted interventions in the areas of reception, asylum procedures, and for solutions. The situation has greatly improved in the mainland since 2015. There, people are hosted in 27 Government-run sites (camp-like and buildings), as well as in rented housing provided by UNHCR through municipalities and NGOs for some 22,000 asylum-seekers and refugees. Additionally, UNHCR delivers a cash assistance programme, which benefited 37,600 people in December 2017. The situation is more challenging on the islands where there is not enough capacity to accommodate the 13,000 people who have arrived recently, or are awaiting the completion of their asylum procedures. UNHCR is in response supporting the Government transfer those authorized to move to the mainland to continue their applications, along other types of support. In 2018, UNHCR will continue to implement the cash assistance and accommodation programmes as part of its support to the Government in the areas of reception, asylum procedures, and solutions.

A significant part of UNHCR's work in Greece is related to coordination and the organisation is chairing/co-chairing a number of sector-specific inter-agency Working Groups, which involve relevant Greek authorities and national and international NGOs. In this context, sharing of accurate and timely information with stakeholders is critical. Apart from, information management, including systematized collection, storage and analysis of standardized and harmonized information, is an important tool for the implementation of UNHCR's protection mandate. Information management is also critical for raising awareness of the plight of asylum-seekers and refugees through proactive and reactive media relations and web platforms.

#### **Functional Statement:**

The Information/ Data Management Intern will be part of UNHCR Thessaloniki Sub-Office and work under supervision of the Senior Data Management Assistant.

#### **Responsibility:**

The intern will provide assistance in the production and dissemination of information on the population of concern to UNHCR (POC), i.e. asylum-seekers and refugees, and thereby contribute to a full spectrum of information management and database administration service to the UNHCR Sub-Office in Thessaloniki. More specifically, s/he will be contributing in the following duties and responsibilities:



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

- Assist in collecting, collating and processing information mainly related to POC; assist in performing data quality and consistency control and supporting the coordination of data providers/collection teams.
- Assist in updating and maintaining existing databases, entering of data, operationalization of data standards developed at the central level in field operations; ensuring consistency and accuracy of databases.
- Contribute to the analysis of datasets, production of summary statistics, maps, infographics and other communication material to frame UNHCR's Protection strategy.
- Assist in the preparation of reports and project documents by providing information, preparing tables and drafting routine correspondence and reports.
- Support and leverage geographic data for map production and use in geographic information systems (GIS) and assist in analysing GIS information.
- May be required to collaborate with partner organisations (municipality, NGOs) and undertake field trips to project sites.
- Perform other relevant tasks as required and delegated by the office.

### **Essential Minimum Qualifications:**

- University degree (or at least three years of study toward degree completion), preferably in Information Technology, Demography, Statistics, Geographic Information Systems, Information Management, Information Systems or a related field.
- Fluency in Greek and English.
- Experience in working with database.
- Knowledge of mapping applications and GIS.

### **Required Competencies:**

- Organizational skills with attention to detail
- Analytical Thinking
- Advanced Excel skills
- Time management skills
- Strong writing, drafting and editing skills in Greek and English

### **Desirable Qualifications & Competencies:**

- Prior professional or research experience in related fields and/or in international institutions.
- Graphic design and visual communication skills.
- Innovation and Creativity.
- Technological Awareness.

### **Terms & conditions of Internship:**

- The terms of Internship, as defined by UNHCR practice, preclude payment of any kind. Any expenses (including travel arrangements to and from duty station, visas, accommodation and living expenses) shall be borne by Interns or their sponsoring institutions.
- There is no expectation of employment at the end of the Internship. Interns shall not be eligible to apply for, or be appointed to, positions as UNHCR staff during the period of Internship and for a period of six months following the end of their internship. Interns may be hired as individual contractors without a break in service, provided they have the required qualifications and professional experience.
- Interns will be bound by UNHCR's Code of Conduct and ST/SGB/2003/13 ("Special Measures for Protection from Sexual Exploitation and Sexual Abuse").



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**Submission Of Applications:**

- Interested applicants should apply through the link <http://www.unhcr.org/gr-jobs/> provided herein, attaching **the new UN Personal History Form** in PDF Format with a Motivation Letter in English explaining their interest in the position.
- No late applications will be accepted.
- Only short-listed applicants will be contacted.

**Kindly note that only electronic applications submitted through the website mentioned above will be considered.**

**UNHCR is an equal opportunity employer and does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).**