

Job Description

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Job Details

Job Title Dep Head of Joint Data Centre
Location Copenhagen (HQ), Denmark
Hardship Level H

Job ID 17309
Salary Grade P5
Family Location Type Family



Procedures and Eligibility

[CLICK HERE for additional important information about this position](#)

Before submitting an application, UNHCR staff members intending to apply to this Job Opening are requested to consult the Recruitment and Assignments Policy (RAP, UNHCR/HCP/2017/2 and the Recruitment and Assignments Administrative Instruction (RAAI), UNHCR/AI/2017/7 OF 15 August 2017.

Duties and Qualifications

Deputy Head of Joint Data Centre

Organizational Setting and Work Relationships

The UNHCR-World Bank Joint Data Centre (JDC) established within the UN City premises in Copenhagen, Denmark, is a component of the overall cooperation between the two organisations. Its purpose are (i) to improve global data and analysis of the socio-economic circumstances of forcibly displaced populations (refugees, IDPs and stateless), and (ii) to influence the internal organisation and delivery of data and analytics on forced displacement within the respective organisations.

The JDC is headed by a Head (WB) and a Deputy Head (UNHCR), appointed on a rotational basis, by UNHCR and the World Bank (WB). Externally, they report to a Steering Committee that will approve their proposed JDC Work Plan and Budget and oversee its delivery. Internally, they will report to respective line managers within UNHCR HQ, Geneva, and the World Bank, Washington D.C.

The Head and Deputy Head r will lead a team of approximately 12 professionals composed of economists, statisticians, data scientists and information technology specialists. The team will be recruited and appointed following the respective administrative procedures of UNHCR and World Bank. The Head r and Deputy Head r will be responsible for managing the performance of the UNHCR and WB recruited staff under their supervision.

The JDC team will be allocated tasks under the Work Plan and be accountable for their delivery. The individual team members will manage the resources (human, technical and financial) required for the successful completion of their assigned tasks. They will also be responsible for ensuring regular and constructive cooperation with the Practice Groups, Divisions, Services, and Country Offices of UNHCR and the World Bank with which they will have regular contact.

The JDC Deputy Head (UNHCR) will work closely with the JDC Head r to whom s/he will report. A dual reporting line to the UNHCR Deputy Director of DRS responsible for Partnerships, Analytics, Research and Knowledge (PARK) and the Deputy Director DPSM (Copenhagen) will be established to ensure respectively (i) operational and technical oversight and compliance with administrative and performance management requirements, and (ii) coordination with the relevant Services and Units in Copenhagen. The Deputy Head JDC will oversee the delivery of tasks assigned to her/him within the JDC Work Plan. S/he will manage the UNHCR staff assigned to the JDC.

The Deputy Head JDC will function under the supervision of the UNHCR Deputy Director, Division of Resilience and solutions (DRS) responsible for Partnerships, Analytics, Research and Knowledge (PARK) and with the Deputy Director DPSM (Copenhagen) for all matters related to on site coordination and administration. The incumbent will advise both Deputy Directors on the work and progress of the Joint Data Centre (JDC) to ensure that UNHCR's objectives within the JDC Joint Work Plan are properly reflected and implemented. S/he will also have a responsibility to monitor, coach, and guide and staff appointed to the JDC with respect to both their assigned tasks and in their interaction with the relevant Services and staff in UNHCR Copenhagen.

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

- Assist the JDC Head in the management of the JDC's establishment/installation, programme and administration in an effective and efficient manner.
- Promote and communicate, together with the JDC Head, the JDC's objectives and priorities through formal and informal contacts and dialogue with relevant government ministries and departments, UN Agencies, diplomatic missions, INGOs, media and other interested parties.
- Assist the JDC Head in supervising the implementation of the JDC Work Plan to ensure that activities are delivered on schedule and in accordance with its objectives.
- Report on the JDC's operations to the Steering Committee, donors and applicable HQ and UNHCR Copenhagen as required.
- Manage JDC (UNHCR) personnel through regular performance appraisals, coaching, and assessments of staff training and development needs.
- With the JDC Head, assist the effective and efficient management of the JDC's financial and material resources, within the applicable rules and procedures.
- Ensure good coordination with the UN and the UNHCR Office in Copenhagen and ensure overall compliance with administrative, security and other applicable rules and regulations governing the sound management of the office premises allocated to the JDC. Report and provide recommendations/solutions to the JDC Head on relevant developments that may affect the delivery and effective operation of the JDC.
- Act as JDC Head in the absence of the JDC Head as required.
- Develop and set a multi-year work programme following the priority objectives set for the JDC by the Steering Committee
- Set and enforce parameters, criteria and deadlines for the design, review and report of operations.
- Enforce local compliance with UNHCR's workplace standards.
- In coordination with headquarters and the regional office enforce country-level compliance with UNHCR's financial rules.
- Enforce compliance with UNHCR's human resources policies (e.g. policies on gender, disabilities, diversity, ethics and HIV/AIDS).
- Clear the submission of the JDC operations plan (including budgets, staffing levels and structures) as well as of funding submissions, appeals and report with UNHCR authorities.
- Enforce compliance with UNHCR's global strategies, protocols and guidelines.
- Perform other related duties as required.

Minimum Qualifications

Years of Experience / Degree Level

For P5 - 12 years relevant experience with Undergraduate degree; or 11 years relevant experience with Graduate degree; or 10 years relevant experience with Doctorate degree

Field(s) of Education

Business Administration;

Economics;

International Law;

Political Science;

International Relations;

or other relevant field.

(Field(s) of Education marked with an asterisk* are essential)

Certificates and/or Licenses

n/a;

(Certificates and Licenses marked with an asterisk* are essential)

Relevant Job Experience

Essential:

Graduate degree (equivalent of a Master's) in Business Administration, Economics, International Law, Political Science, International Relations or a related field plus minimum 11 years of previous work experience in progressively responsible functions; preferably within the UN. Doctorate degree (equivalent of a PhD) plus 10 years of previous relevant work experience may also be accepted. Knowledge of English and UN working language of the duty station if not English.

Desirable:

Solid experience relevant to the realisation of the JDC's vision and objectives. Previous work experience in the UN. UNHCR specific learning/ training activities (i.e. Management Learning Programme, Protection Learning Programme). Knowledge and expertise in the JDC subject matter (data management and analytics, statistics, micro-economics or other relevant fields).

Functional Skills

MS- Data Collection and Analysis;

DM- Data Management;

(Functional Skills marked with an asterisk* are essential)

Language Requirements

For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English.

For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language.

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

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.

Position Competencies

C001L4 - Accountability Level 4
C002L4 - Teamwork & Collaboration Level 4
C003L4 - Communication Level 4
C004L4 - Commitment to Continuous Learning Level 4
C005L4 - Client & Result Orientation Level 4
C006L4 - Organizational Awareness Level 4
M001L4 - Empowering and Building Trust Level 4
M002L4 - Managing Performance Level 4
M006L4 - Managing Resources Level 4
M005L4 - Leadership Level 4
M003L4 - Judgement and Decision Making Level 4
M004L4 - Strategic Planning and Vision Level 4
X007L4 - Political Awareness Level 4
X001L4 - Analytical Thinking Level 4
X008L4 - Stakeholder Management Level 4

Additional Information

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.

Closing Date

Please note that the closing date for vacancies in this Flash Vacancy is Wednesday 12 June 2019 (midnight Geneva time)

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