**TERMS OF REFERENCE FOR INTERNSHIP**

**Title:** Data Analysis Intern

**Organizational Unit:** Data, Identity Management and Analysis (DIMA)

**Duty station:** Dakar, Senegal

**Duration of the internship:** 06 Months

**Expected start date:** October (contingent upon development of COVID-19)

**Organizational Context:**

UNHCR, the UN Refugee Agency, is offering a Data Analysis Internship within the Data, Identity Management and Analysis (DIMA) Unit in our Dakar Regional Bureau in Senegal.

UNHCR 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. We are in over 130 countries, using our expertise to protect and care for millions of refugees, returnees, internally displaced and stateless people.

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 (POC), thereby enabling actions to protect and to empower them. 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 are 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.

An important element is the establishment of Data, Identity Management and Analysis (DIMA) units in all Regional Bureaux and potentially corresponding units in country operation, led by a senior staff to ensure that UNHCR has a capacity to produce, in line with global standards, quality data, information products, conduct region-level analysis, guide registration and identity management, and advise on responsible and effective data use at country- and regional-levels.

As a member of the DIMA Unit in the Regional Bureau for West and Central Africa, the intern will support the use of big data and data science techniques to develop a range of solutions benefiting UNHCR’s POC. S/he will contribute in the area of data analysis, data visualization and system development.

The successful candidate will be based with the team in UNHCR Regional Bureau for West and Central Africa in Dakar, Senegal.

**Duties and Responsibilities**

The intern will work under the supervision of the DIMA Coordinator and assist the team members of the Data, Identity Management and Analysis (DIMA) Unit within the Bureau. Indicative duties and responsibilities may include:

* Carrying out data analysis exercises and preparing descriptive analytical summaries;
* Contributing to the design and development of data and evidence gap dashboards;
* Contributing to the development of tools and systems needed for information and data management activities;
* Contributing to the drafting of non-technical summaries for the dissemination of results originating from the activities of the DIMA Unit;
* Support the design of various information products on latest trends and updates;
* Support various data collection initiatives;
* Support consolidation of data systems, including the interoperability of operational data and systems.
* Collaborating in the implementation of knowledge sharing activities; and
* Other tasks as needed.

**Minimum qualifications required**

The ideal candidate will:

* Hold a Bachelor’s degree equivalent or higher in a subject such as Geographic Information Systems, Demography, Statistics, Software engineering, Information and Computational Science, Social Sciences and related fields;
* Have a good Analytical thinking and a strong technological awareness;
* Have a demonstrated knowledge on handling large data sets and familiarity with data science concepts;
* Have demonstrated innovation and creativity;
* Have a demonstrated interest in refugee issues or experience working in this area;
* Knowledge of English;
* Have excellent research skills;
* Be able to work well independently as well as in an intercultural team; and
* Be available to work full time (40 hours) throughout the duration of the internship.

**Desirable skills and experience:**

* Command of written and oral French is highly desired
* Knowledge of Geocoding and Spatial Data Analysis Software;
* Have a good command of statistical packages, such as R;
* Experience in Graphic Design and software development;
* Experience with programming (HTML, PHP, ASP, Java, …);
* Previous working experience on forced displacement and development issues.

**Eligibility**

In order to be considered for an internship, candidates must meet the following eligibility criteria:

* Recent graduate (those persons who completed their studies within one year of applying) or current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO; and
* Have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization.
* Candidates who have immediate relatives (father, mother, son, daughter, brother or sister) working as staff members of UNHCR are not eligible.

**Others**

It is a full-time role (40 hours per week).

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