

Information Management Assistant

DEADLINE FOR APPLICATIONS: 31 January 2006

DATE OF ISSUANCE: 22 January 2006

ORGANIZATIONAL UNIT: UN Office for the Coordination of Humanitarian Affairs

DUTY STATION: Jerusalem

VACANCY ANNOUNCEMENT NUMBER: Post 3 /2006 /IMU-OCHA

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Background

The Office for the Coordination of Humanitarian Affairs for the occupied Palestinian territory (oPt) provides timely and comprehensive information on humanitarian issues and relief efforts of UN agencies, PA, NGOs and international institutions.

The Information Management Unit (IMU) is an integral part of the OCHA office and provides services both internally and externally. The IMU assists in improving the Office's information flow, standardisation and security within and between the various offices in Jerusalem and in the WB/Gaza. The IMU provides information management services and products (e.g. database development and mapping) to humanitarian partners in-country, including UN Agencies, NGOs, donors, international organisations and national counterparts.

Responsibilities

The post is located in the Jerusalem office. Under the direct supervision of the IMU manager and the overall supervision of the Head of Office, the incumbent will be responsible for the following duties:

Internal office data management

- Contribute to the formulation of overall policies, procedures, objectives and guidelines affecting the development and maintenance of OCHA's, records, archives and systems management.
- Provide advisory services on document management and record keeping practices including needs and business process analysis; Research, analyse and evaluate new applications of information technology to archives and records management and make recommendations for their deployment.
- Maintain a client-oriented approach that ensures the IMU provides high-quality information management services and products to the OCHA office and to members of the humanitarian community;

Database maintenance

- Maintain databases based on existing OCHA's servers (or develop if necessary, including user-friendly menu access and reports) to support humanitarian operations. Core databases include:
 - 'Who Does What Where'
 - Protection of Civilians
 - Gaza Access
 - Socio economic
 - Support the Library, contacts and photo gallery databases.
- Act as a focal point to collect and to enter data for all existing databases and the ones which will be developed in the future.
- Integrate database updating and reporting forms within the OCHA's web site and link data bases to geographic data;

IMU Support

- Support and participate in analytical work through processing data and information in a suitable format.
- Together with the other relevant staff of the Office, contribute to the strategies of all information products (e.g. reports,

data, maps) through, for example, hard copy, stand alone executable programmes, CD-ROMs and websites.

- Promote the collection and collation of baseline datasets for the drafting of Consolidated Appeals (CAP) and promote the establishment of needs based indicators within the Need Assessment Framework (NAF).
- Maintain close working relationship with information management counterparts in humanitarian partners (network in various sectors).
- Any other duties as may be requested by IMU manager and/or OCHA Head of Office.

Competencies

- Professionalism – Good theoretical background in information management and technology. Demonstrable conceptual, analytical and evaluative skills and ability to conduct independent research and analysis, identifying and assessing issues, formulating options and making conclusions and recommendations;
- Planning and organising – Ability to establish priorities and to plan, coordinate and monitor work plan and the document and records management activity of OCHA as a whole;
- Communication – Demonstrable ability to write in clear and concise manner and to communicate effectively orally. Demonstrated ability to develop and maintain effective work relationships with client groups;
- Teamwork – Demonstrated inter-personal skills and ability to establish and maintain effective working relations.

QUALIFICATIONS

Education

- Advanced degree, preferably in information management, information technology, database administrator, or a related field or the equivalent combination of education and experience in a related area.
- Candidates with less experience or education than this may be offered the position at a grade lower than that indicated for the post.

For this position, the following qualifications are essential:

- Programming knowledge and experience of database development and management;
- Practical knowledge of standard soft ware packages (Microsoft Office system and Adobe suite);
- Developing and designing databases using Microsoft Access integrated with MsSQL server (client – server based environment);
- Developing WebPages using Microsoft visual studio based on .net framework (asp.net)
- Demonstrated ability to work on a diverse team in a complex and a highly demanding environment;
- Capacity to extract information/data and to provide analysis based on specific queries;
- Ability to write clearly and concisely in English.

Work Experience

A minimum of 3 years of progressively responsible professional experience, including management experience, in humanitarian affairs, information management, or a related field.

Languages

For the post advertised, fluency in oral and written English and Arabic are essential.

Other Skills

Desirable qualifications include:

- Experience working for an operational UN Agency or NGO;
- Programming knowledge of HTML and other web based skills;
- Knowledge of Hebrew language would be an advantage.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED