

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)****VACANCY ANNOUNCEMENT****Website and Database Associate*****Based at East Jerusalem, OCHA oPt***

Salary: Competitive Local United Nation Contract, G-6

Starting date: As soon as possible

The OCHA Office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response thereto and the need for international assistance.

The Website and Database Associate (WDA) will be expected to work closely with the Information Management, Research and Analysis, Advocacy, and Field Coordination Units. The WDA will contribute to the development and improvement of information dissemination procedures and practices, ensuring that the UN OCHA oPt websites function efficiently and provide the best possible functionality and usability to OCHA clients and stakeholders. The WDA will also contribute to strengthening and creating new relationships with partner agencies and NGO's. Finally, the WDA will ensure that all procedures and processes under his (her) responsibility are properly documented according to OCHA metadata standards.

The Website and Database Developer (WDA) will work under the direct supervision of the Information Management Unit Manager. The GISA will integrate a team of 5 information management specialists working within the fields of GIS, database design, web design and ICT.

The incumbent is responsible for:

1. Website development
2. Website maintenance
3. Application development
4. Database development
5. Other responsibilities

Education:

Secondary Education in one of the following fields:

- i. Information Technology IT;
- ii. Information Management;
- iii. Webmaster;
- iv. Database Administrator;
- v. Or the equivalent combination of education and experience in a related area.

Work Experience:

Minimum of 5-6 years of progressively responsible experience in web maintenance, design and development, with proven experience in HTML, CSS, JavaScript, PHP, ASP.NET, VB.NET, MySQL and MS SQL server development and administration; Programming knowledge and experience of database management and administration; Practical knowledge of standard software packages (MS Office – Access – Visio – Adobe); Proven experience in designing databases and interfaces using MS Access integrated with MS-SQL Server; Practical knowledge developing web pages using MS Visual Studio and VB.NET.; Experience in web-based GIS application development.

Languages: Fluency in spoken and written English, Arabic would be an asset.

For a full description of the post please visit the vacancies section on the OCHA – oPt website indicated below.

Candidates interested in applying for this position should provide the following:

1. A complete Personal History Form (P11) in English providing full details on education, present and past employment, language skills, computer skills, etc. P11 form can be found on OCHA's website below.
2. A short letter in English (max 600 words) explaining why you think you are qualified for this post and why you would like to work for OCHA. Also indicate when you can start work.

Only qualified candidates should apply and only those who have been short listed will be contacted.

Please e-mail your cover letter and application (P11) to the following e-mail address: ochaopt@un.org with the following subject: *Vacancy_WDA followed by your last and first names* (ex: Vacancy_WDA_AbedSama)

You could also send your application by fax to: (+972) 2-582 5841

CLOSING DATE FOR APPLICATIONS: 30 April 2008

Applications received after this date will not be considered. For more information about OCHA-

oPt, and to view the full job description and P11 form, please go to: www.ochaopt.org.



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Title:
Website and Database Associate

Reports to:
OCHA – Head of IMU

Current Grade:
G-6

Location:
**United Nations Office for the Coordination
of Humanitarian Affairs, East Jerusalem**

Starting date:
**as soon as possible, deadline for
applications: 30 April 2008**

For applications:
**Please e-mail your cover letter and
application (P11) to the following e-mail
address: ochaopt@un.org with the
following subject: *Vacancy_WDA* followed
by your last and first names (ex:
Vacancy_WDA_AbedSama) (all documents
can be found at www.ochaopt.org)**

II. Organizational Context

The OCHA Office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response thereto and the need for international assistance.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA Office in the occupied Palestinian territory will improve the capacity of Information Management, Advocacy and information dissemination in the West Bank and the Gaza Strip, amongst humanitarian partners, local and international media, policy makers, governmental and non-governmental actors. The OCHA team will ensure adequate support to area-based operational coordination structures, sectoral coordination in priority areas such as health and food, security, etc., and national level coordination - both operational and policy.

The WDA will be expected to work closely with the Information Management, Research and Analysis, Advocacy, and Field Coordination Units. The WDA will contribute to the development and improvement of information dissemination procedures and practices, ensuring that the UN OCHA oPt websites function efficiently and provide the best

possible functionality and usability to OCHA clients and stakeholders. The WDA will also contribute to strengthening and creating new relationships with partner agencies and NGO's. Finally, the WDA will ensure that all procedures and processes under his (her) responsibility are properly documented according to OCHA metadata standards.

The Website and Database Developer (WDA) will work under the direct supervision of the Information Management Unit Manager.

Work implies frequent interaction with the following:

- i. Staff at all levels within OCHA, HIC's, NGO's and the humanitarian community as well as national counterparts and donors.
- ii. Representatives of other UN humanitarian agencies and other member organizations in the Inter-Agency Standing Committee, UN Mission and Member State personnel with responsibility for information management, humanitarian issues, and non-governmental organization representatives.
- iii. Delegations, government officials, involved actors in the crisis, and partners in universities and research institutes, etc.
- iv. Field Information Support Unit in OCHA New York

III. Functions / Key Results Expected

Summary of key functions:

- **Website development**
- **Website maintenance**
- **Application development**
- **Database development**
- **Other responsibilities**

- **Website development**

Play a lead role in the on-going maintenance, design and development of the local UN OCHA website using PHP and MySQL, as well as the corporate website built in DotNetNuke and VB.NET;

Conceptualise and create dynamic web pages. Draft, edit, and update web pages as needed and provide specialized design, database and programming assistance in the oversight and maintenance of the materials posted on the UN OCHA website;

Monitor latest trends in web design and create new graphic designs to produce attractive and effective web pages using appropriate web authoring tools, graphics applications and techniques. Develop ways of communicating messages and transforming them into web-based products for humanitarian advocacy.

Identify and implement measures aimed at increasing the site's visibility for search engines to draw visitors to the UN OCHA website. Ensure support for multiple browsers, notably Internet Explorer 6.x and 7.x, and Firefox 2.x .

- **Website maintenance**

Resolve day-to-day questions in relation to the production process for web pages.

Research original and/or new UN documents and humanitarian materials that may be appropriate for a particular page of the UN OCHA website. Improve the content of the website to support the humanitarian community.

Ensure correctness of entries and make corrections as required; cleaning, editing and updating document databases as needed for optimal access by search engines; oversee the linking of documents and determine appropriate categorization;

Troubleshoot problems as they arise, consulting, as necessary, with the IT and the IMU manager, Research and Advocacy Units.

Analyze monthly statistics on web page usage and report trends.

▪ **Application development**

Act as focal point for UN OCHA oPt's Who Does What Where database. Developing solutions for collecting data from implementing agencies and partner organizations and entering the data into the online Who Does What Where database, liaising with external partners whenever necessary.

Develop interactive mapping applications for the UN OCHA website based on GeoNetwork, GoogleMaps, or other available technologies.

Develop interactive multimedia applications for the web, combining text, graphics, animation, and sound to create dynamic multimedia products for humanitarian advocacy.

▪ **Database development**

Contribute to the development and implementation of a photo archiving strategy for managing OCHA oPt's digital image assets and accessing them through UN OCHA oPt's website.

Contribute to the migration of UN OCHA oPt's core database from their current formats to MS-SQL Server for accessibility over the intranet. Assist the Information and Communication Technologies Specialist in maintaining the database servers and their accessibility.

▪ **Other responsibilities**

Provide tutoring to staff in the use of remote posting and other database-driven applications.

Monitor and train OCHA staff involved with maintenance and enhancement of the website.

Assist in selecting photos to accompany UN OCHA oPt's publications and revise photo captions for photo archive and website posting.

Promote the adoption of OCHA Information Management tools and techniques by OCHA-oPt staff

Contribute to the application of OCHA Internet Publishing Policies and Record-Keeping Policies, including but not limited to the application of metadata standards, project documentation standards and document management conventions.

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;

Together with the other relevant staff of the Office, develop and implement a dissemination strategy for all information products (e.g. reports, data, maps) through, for example, hard copy, stand alone executable programmes, CD-ROMs and websites;

Any other duties as may be requested by the OCHA Head of Office and IMU Manager

IV. Impact of Results

The Website and Database Associate (WDA) will enable OCHA to manage its online presence, optimizing document and information dissemination and collection.

In the context of the occupied Palestinian territories, it is crucial to be able to distribute information via the internet and to have online resources accessible to the humanitarian community.

It is expected that the creation of this position will enable OCHA to develop and maintain critical online resources like the website, and online databases, greatly enhancing its advocacy and coordination efforts. The impact will be increased efficiency of OCHA's online tools, increased coordination and a greater dissemination of OCHA's publications and online resources.

V. Competencies

UN COMPETENCIES:

Professionalism – Advanced knowledge of the use of information management to improve the business processes; proven and demonstrable experience in analysis of information and capacity to articulate the information management requirements of complex situations requiring a coordinated response between disparate actors; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters).

Communication – Excellent communication (spoken and written) skills including the ability to convey complex information management concepts and recommendations to staff at all levels, both orally and in writing, in a clear, concise style that can be readily understood by non-information management practitioners.

Teamwork – Works collaboratively with colleagues to achieve organisational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.

Planning and Organising – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability – Takes ownership of all responsibilities and honours commitments; operates in compliance with organisational regulations and rules; supports subordinates and peers, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Client Orientation – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; designs solutions and basis recommendations on the principles of usability; establishes and maintains productive partnerships with clients by gaining their trust and respect; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients’ informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Judgment/Decision-making – Identifies the key issues in a complex situation, gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision.

Commitment to Continuous Learning – Demonstrated history of keeping abreast of new developments in the field plus a commitment to continuous learning.

Technology Awareness – Keeps abreast of available technology; understands applicability and limitations of technology to the work of the Office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

VI. Recruitment Qualifications

Education:	Secondary education in one of the following fields: <ol style="list-style-type: none">i. Information Technology IT;ii. Information Management;iii. Webmaster;iv. Database Administrator;v. Or the equivalent combination of education and experience in a related area.
Experience:	<ol style="list-style-type: none">(1) Minimum of 5-6 years of progressively responsible experience in web maintenance, design and development, with proven experience in HTML, CSS, JavaScript, PHP, ASP.NET, VB.NET, MySQL and MS SQL server development and administration.(2) Programming knowledge and experience of database management and administration.(3) Practical knowledge of standard software packages (MS Office – Access – Visio – Adobe)(4) Proven experience in designing databases and interfaces using MS Access integrated with MS-SQL Server.(5) Practical knowledge developing web pages using MS Visual Studio and VB.NET.(6) Experience in web-based GIS application development. <p>Working experience in a development or humanitarian environment is required. Technical knowledge of spatial database management and knowledge of the use of GIS in online applications is desirable.</p>
Language Requirements:	Fluency in written and spoken English is required; fluency in one or more official UN languages is desirable, particularly fluency in Arabic.