The 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 there to 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 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 Data Associate will work under the direct supervision of the Head of Information Management Unit and will work closely with the Head of Gaza Sub-Office. The main functions of the incumbent are to gather and process data on humanitarian needs and responses. The incumbent should support Gaza office in data analysis to improve the office day to day information flow, presentation and management. The incumbent is also expected to help Gaza office in conducting inter-agency rapid needs assessments and support secondary data review. The incumbent is also expected to promote data standards among UN agencies, support building information management capacity and augment inter-cluster information management activities in Gaza. The incumbent will also contribute to strengthening and creating new relationships with partner agencies and NGOs who hold or manage humanitarian data.
The incumbent will be responsible for the following duties:

1. Support the Head of Gaza Sub-Office and the Head of Information Management Unit (IMU) in defining data and information needs for effective humanitarian coordination and advocacy in Gaza.

2. Ensure availability and dissemination of data necessary to support coordination and advocacy, with an emphasis on supporting a common understanding of the humanitarian needs and priorities in Gaza, including through joint needs assessment initiatives, and compatible datasets across sectors.

3. Develop and maintain databases to support information management, coordination and evidence-based decision making for the Gaza Sub-Office. Identify information gaps on humanitarian needs and priorities in Gaza and develop appropriate response options.

4. Update and support the development of core surveys, databases and websites:
   - Joint Rapid Needs Assessment
   - Who, What, Where database
   - Contact database
   - Meeting Schedule
   - OCHA oPt corporate website
   - oPt Humanitarian Response Portal
   - Gaza Crossings Activity datasheets and other data sets produced in the Gaza Sub-Office
   - Humanitarian Atlas

5. Provide Information Management support to Sector/Cluster coordination groups:
   - Identify existing databases within the UN system & NGOs
   - Support interoperability and data exchange within these systems
   - Promote to use information management best practices
   - Provide technical support and assistance on data collection, management and analysis
   - Act as focal point on data sharing across clusters

6. Liaise with UN agencies, NGOs, governmental actors and other humanitarian partners to help identify their information requirements and to ensure that the information needed to support humanitarian coordination, operations and advocacy is made commonly available.

7. Support clusters in defining monitoring indicators and help the Gaza Sub-Office in analyzing those indicators in a meaningful way to inform Strategic Response Planning and the Humanitarian Program Cycle activities.

8. Support Jerusalem office to develop key information products (including reports and maps) both for internal and external counterparts;
9. Ensure that data repository for Gaza is updated with the latest information. Conduct secondary data reviews and identify information gaps.

10. Support the office with data preparedness and in defining early warning indicators as part of Gaza contingency planning

11. All of the above duties need to be conducted in coordination with IMU in Jerusalem to maintain data coherence and completeness

12. Support Gaza Sub-Office day to day work

13. Any other duties as may be requested by the head of IMU and/or the Head of Gaza Sub-office.

**Education:**


**Experience:**

- 5 to 6 years of relevant experience in the above mentioned fields.
- Strong knowledge of Excel and preferably MS Access or other databases.
- Understanding of GIS/Cartographic outputs and ability to collect and organize data to support their production (potentially to be produced by others).
- Ability to present information in understandable tables, charts and graphs
- Ability to maintain and manage website content management systems
- Data storage and file management expertise
- Assessment, Survey and Monitoring and Evaluation Expertise
- Communications and technical writing using both graphic and narrative presentations
- Information Technology and networking skills
- Experience in web design and programming is an advantage
- Knowledge of ArcGIS other mapping software is an advantage
- Working experience in a development or humanitarian environment is an asset
- Technical Knowledge of OCHA Field Information Management tools is desirable.
- Good Communication and interpersonal skills
- Able to manage and work in or with a multidisciplinary team of IM practitioners
- Good written and oral presentation skills

**Language requirements:**

Fluency in the UN and National Language of the duty station.
How to apply:

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

All applicants are requested to email the following documents to the OCHA oPt Office by using the following e-mail address: hr@ochaopt.org.

1. Cover letter, in English (max 300 words) explaining why you think you are qualified for this post and why you would like to work for OCHA.

2. Completed United Nations Personal History Form (UN-P-11) in English providing full details of education, present and past employment, language skills, computer skills, etc. The UN P-11 form can be found on OCHA’s website: www.ochaopt.org

It would be appreciated your stating your full name and the OCHA vacancy notice number (2014-004) as the subject in your e-mail application.

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

CLOSING DATE FOR APPLICATIONS: 15 May 2014

Applications received after this date will not be considered.

Women are encouraged to apply