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 Geographic Information Systems Analyst (GISA) will be expected to work closely with the Information Management, Research and Analysis, Advocacy, and Field Coordination Units. The GISA will lead the development and improvement of cartographic outputs, spatial analysis, and the quality of spatial data produced by the Information Management Unit. The GISA will ensure that UN OCHA oPt’s map products and spatial analysis provide the best possible functionality and usability to OCHA clients and stakeholders. The GISA will also contribute to strengthening and creating new relationships with partner agencies and NGO’s. Finally, the GISA will ensure that all data, procedures and processes under his (her) responsibility are properly documented according to OCHA metadata standards.

The Geographic Information Systems Analyst will work under the direct supervision of the Information Management Unit Manager.

The incumbent will be responsible for the following duties:

1. Data gathering and processing (including Geographic data)
- Facilitate primary and secondary data collection for clusters/organizations and field staff; including movement and access, operational data, baseline data, and others
- Geo-data processing; create, update and prepare geographic layers; this includes cleaning, compiling and collating from various sources, comparison and cross checking.
- Timely process geographical data coming from the field (closure data). Geo-processing, querying and maintaining
- Promote geographic data collection and reporting using GPS & mobile devices and Google Earth & online interactive mapping.
- Customize GPS/IPads, Train the surveyors on GPS devices and geographic data collecting
- Identify secondary data and information resources prior to deployment for rapid onset emergency response as appropriate
- Under the guidance of the Head of IMU, assess and adapt appropriate existing IM tools including those available in-country
- Standardize data collection processes; design survey forms and supervise the process

2. Humanitarian information / GIS data analysis

- Play a lead role in the on-going maintenance, design and development of the GIS databases to effectively support OCHA’s coordination, research and advocacy role in the oPt;
- Act as a focal point to Humanitarian programme cycle on information management related issues;
- Support the development and integration of maps within OCHA’s core reports;
- Identify requirements for spatial analysis and products relevant to the activities of UN OCHA oPt;
- Provide GIS and spatial analysis to support UN OCHA oPt’s research and publications;

3. Mapping and dissemination

- Play a lead role in the development and production of maps and related mapping documents to effectively support OCHA’s coordination, research and advocacy role in the oPt;
- Liaise with UN OCHA oPt field staff to ensure that cartographic products provide optimum functionality and usability to stakeholders and OCHA clients;
- Operate and maintain GIS systems;
- Prepare and distribute spatial data in maps, reports and documents in various formats as required;
- Contribute to maintaining OCHA oPt’s map archive and catalogue using GeoNetwork;
- Assist the Associate Website and Database Developer in developing interactive mapping applications (tableau) for the UN OCHA oPt website;
- Assist in formatting and layout of OCHA’s core reports
  Support hardcopy printing and digital dissemination of information products (website, mailchimp)

4. Coordinate inter-cluster information management activities

- Coordinate Inter-cluster IM activities through regular meetings and shared communications; data collection methods, database management tools, data analysis, etc.
• Encourage agencies to share experiences on how data was processed, analyzed and disseminated and exchange their data and/or final information products.

• Perform advisory and technical assignments in information management, including in the use Geographic Information Systems (GIS) in disaster preparedness and disaster response.

• Provide IM services and assist in developing the Contingency plan and strategies to manage information in support of oPt Humanitarian Country Team and Clusters/Sectors, if relevant, in the area of disaster preparedness, disaster response and complex emergencies.

• Ensure production of standardized and sharable information products in collaboration with clusters/sectors

• Manage the inter-cluster coordination web portal

• Support the clusters in conducting gap needs analysis and vulnerability mapping

• Develop and maintain common and functional operational humanitarian datasets.

• Train and develop national capacity on the use of Information Management tools and procedures, as required

• Support the local authority to develop information management tools and services at the national level through existing governmental bodies.

Competencies:

a) 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).

b) 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.

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

d) 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.

e) 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.

f) 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.

g) **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.

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

i) **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.

**Education:**

MA Degree in GIS, Remote Sensing, or related field with 2 years of relevant experience; OR

BA Degree in GIS, Remote Sensing, or related field with 4 years of relevant experience.

**Experience:**

- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and experience in handling of web based management systems.
- Strong practical background in GIS and cartography, including the knowledge of current GIS software: ArcGIS: ArcInfo, ArcView.
- Proven experience in GIS training for capacity development and on-job training;
- Proven experience in GIS project management and evaluation of existing GIS projects;
- Practical knowledge of standard software packages (MS Office– MS Access– MS Visio – Adobe Acrobat);
- Practical knowledge of graphic design techniques, colour management and software (Adobe Indesign);
- Practical experience with web based visualization application

**Other skills:**

- Working experience in a humanitarian environment is required.
- Technical knowledge of MS-SQL server database management and knowledge of the use of GIS in online applications is desirable.
- Technical knowledge of OCHA Field Information Management tools is desirable.
- Assessment, Survey, and Monitoring and Evaluation expertise.
- Good communication and interpersonal skills.

**Language requirements:**

Fluency in the UN & 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 (2014-006) 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: 26 August 2014

Applications received after this date will not be considered.

Women are encouraged to apply