

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)**

VACANCY ANNOUNCEMENT
Geographic Information Systems 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. 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 Geographic Information Systems Associate (GISA) will be expected to work closely with the Information Management, Research and Analysis, Advocacy, and Field Coordination Units. The GISA will contribute to 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 standards.

The Geographic Information Systems Associate will work under the direct supervision of the Information Management Unit Manager. The GISA will be part of a team of six information management specialists working within the fields of GIS, database design, web design and ICT.

The incumbent is responsible for:

1. GIS cartographic production
2. GIS database management
3. Spatial Analysis
4. Report production
5. Other responsibilities

Education:

Secondary Education in one of the following fields:

- i. Geographic Information Systems;
- ii. Remote Sensing;
- iii. Or the equivalent combination of education and experience in a related discipline.

Work Experience:

Minimum of 5-6 years of progressively responsible experience in GIS (GIS systems integration, GIS modeling, geographic terrain analysis, remote sensing, mapping, GPS, geospatial related technologies, etc.); Strong practical background in GIS and cartography, including the knowledge of current GIS software: ArcInfo, ArcView, MapInfo; Proven experience in GIS training for capacity building and on-job training; Proven experience in GIS project management and evaluation of existing GIS projects; Practical knowledge of standard software packages (MS Office–Access–MS Visio–Adobe); Practical knowledge of graphic design techniques, color management and software (Adobe Indesign);

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_GISA followed by your last and first names* (ex: Vacancy_GISA_AbedReem)

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

CLOSING DATE FOR APPLICATIONS: 20 August 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

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| Job Title: Geographic Information Systems Associate | Starting date: as soon as possible, deadline for applications: % : YV'&\$\$- |
| Reports to: OCHA – Head of IMU | 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_GISA followed by your last and first names (ex: Vacancy_GISA_AbedSama) (all documents can be found at www.ochaopt.org) |
| Current Grade: G-6 | |
| Location: United Nations Office for the Coordination of Humanitarian Affairs, East Jerusalem | |

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 Geographic Information Systems Associate will be expected to work closely with the Information Management, Research and Analysis, Advocacy, and Field Coordination Units. The GISA will contribute to 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 Associate will work under the direct supervision of the Information Management Unit Manager. The GISA will be part a team of six information management specialists working within the fields of GIS, database design, web design and ICT.

III. Functions / Key Results Expected

Summary of key functions:

- **GIS cartographic production**
- **GIS database management**
- **Spatial Analysis**
- **Report production**
- **Other responsibilities**

- **GIS cartographic production**

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 for the UN OCHA oPt website;

- **GIS database management:**

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;

Archive mission geographic data and maintain minimal data preparedness datasets using OCHA Metadata standards and GeoNetwork;

Ensure that correct metadata is appended to the geographic datasets produced;

Ensure that geographic data is available in a compatible format for data sharing with partner agencies and organisations;

Liaise with local and international partners on spatial data issues; also to share relevant datasets and cartographic products relevant to the activities of UN OCHA oPt;

- **Spatial Analysis:**

Identify requirements for spatial analysis and products relevant to the activities of UN OCHA oPt;

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| <p>Provide GIS and spatial analysis to support UN OCHA oPt's research and publications;</p> |
| <p>▪ Report production:</p> <p>Create design templates and layouts for UN OCHA oPt's reports and publications;</p> <p>Assist the Publication Design focal point in laying out reports and publications for printing and electronic distribution;</p> <p>Devise reports and presentation formats using GIS and Remote Sensing;</p> |
| <p>▪ Other responsibilities:</p> <p>Monitor and train relevant OCHA staff to use GIS and GPS technologies;</p> <p>Promote the adoption of OCHA Information Management tools and techniques by OCHA-oPt staff</p> <p>Contribute to the application of OCHA Geographic Information Management Policies and Record-Keeping Policies, including but not limited to the application of metadata standards, project documentation standards and document management conventions.</p> <p>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;</p> <p>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;</p> <p>Any other duties as may be requested by the OCHA Head of Office and IMU Manager.</p> |

IV. Impact of Results

The Geographic Information Systems Associate will enable OCHA to manage, analyze, archive and retrieve spatial information related to the humanitarian situation.

In the context of the occupied Palestinian territories, it is crucial to understand the distribution through space of variables such as access and closure, distribution of poverty, food security and other humanitarian indicators.

It is expected that the creation of this position will enable OCHA to create high quality spatial analysis and cartographic products, greatly enhancing its reporting and monitoring of the humanitarian situation. The impact will be increased advocacy, increased coordination and a greater understanding of the situation, its causes and its consequences.

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

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| Education: | Secondary Education in <u>one</u> of the following fields: i. Geographic Information Systems; ii. Remote Sensing; iii. Or the equivalent combination of education and experience in a related discipline. |
| Experience: | 1. Minimum of 5-6 years of progressively responsible experience in GIS (GIS systems integration, GIS modelling, geographic terrain analysis, remote |

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| | <p>sensing, mapping, GPS, geospatial related technologies, etc.);</p> <ol style="list-style-type: none"> 2. Strong practical background in GIS and cartography, including the knowledge of current GIS software: ArcInfo, ArcView. 3. Proven experience in GIS training for capacity building and on-job training; 4. Proven experience in GIS project management and evaluation of existing GIS projects; 5. Practical knowledge of standard software packages (MS Office– MS Access–MS Visio – Adobe Acrobat); 6. Practical knowledge of graphic design techniques, color management and software (Adobe Indesign); <p><u>Other skills:</u> Working experience in a development or 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.</p> |
| Language Requirements: | <p>Fluency in written and spoken English is required; fluency in one or more official UN languages is desirable, particularly fluency in Arabic and/or Hebrew.</p> |