VACANCY ANNOUNCEMENT # 2012-012

Head of Information Management Unit (National Position)
Level (ICS-10)
Jerusalem/OCHA oPt

Contract: Fixed Term Contract, ICS-10
Duty Station: Jerusalem
Duration: One year with possibility of extension
Starting Date: As soon as possible

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 has expanded its presence. Through its expanded presence in the field and Jerusalem, the OCHA oPt 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 at both the operational and policy levels.

The Head of Information Management Unit works in close collaboration with the Field Coordination Unit, Research and Analysis Unit and Policy, Protection and Communications Unit.

Under the overall guidance of the Head of Office and the direct supervision of the Deputy Head of office, the Head of Information Management Unit is responsible for the overall establishment and operation of the Information Management Unit. This includes providing guidance and supervision to all IMU staff:

1. IM Coordination: leading the development of a basic inter-agency IM strategy in support of the Inter-Cluster work for endorsement of the HCT.
   - Work with OCHA oPt Deputy Head of Office and senior management team to identify key strategic and operational information needed to support effective decision-making and humanitarian response coordination.
   - In collaboration with other units and partners, the IMO/Head of Information Unit should apply global information management standards, policies and procedures to
guide related activities online, provide online tool that, to the possible extent, help coordinate humanitarian emergencies and ensure easiness in information sharing. Offer direct web access to reports, maps, calendars and multimedia.

- Develop and maintain effective working relationships with senior representatives of UN agencies, donors, governments and local and international NGOs, maximizing the extent to which information and data is shared among humanitarian partners in the affected area.
- Ensure that OCHA oPt’s map products and spatial analysis provide the best possible functionality and usability to OCHA and partners in addition to information management support to clusters/sectors and establishing and maintaining national and international information sharing of spatial data.

2. **Management of the Unit: Leader of information management unit projects and operations, administrate information/communication technology, network and software infra-structure. Support for office online public space “website”, private space “online tools” and online visibility including social networking and audience:**

- Lead IMU team members in developing client oriented approach to all relevant stakeholders “office and partners” in identifying information requirements, ensure linkage to enhance the role of information in coordination process within the humanitarian framework.
- Support advocacy, research, coordination and field through their communication and reporting functionalities by utilizing collected information and provide necessary services.
- Develop and overall strategy and plan for the unit and manage its effective implementation within the unit to provide timely and high-quality information products and services.
- Maintain office registered domains managerial/technical details and ensure satisfaction of requirements for existing online space.
- Administrate the infrastructure, maintain and manage deployment and licensing of the existing ArcGIS server and related installed system modules.
- Responsible for production of all OCHA geographical information within timely scheduled framework.

3. **Preparedness: ensure OCHA’s emergency telecommunication is regularly maintained and operable by relevant staff in coordination with key UN actors:**

- Provides advisory services on information management include: needs and business process analysis; organization and maintenance of UN information assets; records preservation and disposition and information management policies and procedures, with an emphasis on technological applications.
- Supervises the information and communication specialist operational activities to ensure stable network infrastructure, storage systems, daily, security software and hardware systems and weekly/monthly backups and local/remote connectivity.
Corporate Competencies:

Demonstrates integrity by modeling the UN’s values and ethical standards
Advocates and promotes the vision, mission, and strategic goals of UNDP
Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
Treats all people fairly without favoritism

Functional Competencies:

Knowledge Management and Learning

Shares knowledge and experience and contributes to OCHA Practice Areas
Encourages office staff to share knowledge and contribute to OCHA Practice Areas
Develops deep knowledge in Practice Areas
Demonstrates strong coaching/mentoring skills, regularly providing helpful feedback and advice to others in the office
Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

Ability to elaborate and implement communications and publications strategies.
Demonstrated effectiveness in developing media campaigns, including well-written information about UNDP, its objectives and activities.
Ability to effectively manage an advocacy campaign.
Demonstrates excellent ability to write and communicated orally with accuracy and professionalism.
Ability to effectively plan and manage the unit.
Communicates sensitively and effectively across different constituencies.
Demonstrates strong IT skills

Management and Leadership

Focuses on impact and result for the client.
Leads teams effectively and shows conflict resolution skills.
Consistently approaches work with energy and a positive, constructive attitude.
Builds strong relationships with clients and external actors.
Demonstrates openness to change and ability to manage complexities.
Responds positively to critical feedback and differing points of view.

Education:

Masters Degree or equivalent in Information Management, Information Technology, database administration or a related field.

Experience:

5 years of relevant experience at the national or international level including management experience in information technology, Network administration, Web development, information
management, databases development or a related field. Experience in the usage of computers and office software packages, excellent knowledge and experience in handling of web-based management systems.

Knowledge and experience in handling procurement processes for the underlying infrastructure. Knowledge of IIS and Apache is desirable.

Experience in defining existing datasets, optimize flow of information and plan/suggest of new technologies to enhance office information management and sharing is required.

**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 (2012-012) 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: 3 August 2013**

Applications received after this date will not be considered.

**Women are encouraged to apply**