

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

VACANCY ANNOUNCEMENT # 2017-002**Data Associate (*National Position*)****Level (ICS-7)****Gaza/OCHA oPt**

Contract: Fixed Term Contract, ICS-7 (G-7)
Duty Station: Gaza
Duration: One year with possibility of extension
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.

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 Data Associate will work under the direct supervision of the Head of Gaza Sub-Office and in close consultation with the Information Management Unit Manager. The incumbent reports to the Head of Information Management Unit as a second reporting officer, specifically on information management related responsibilities. The main functions of the incumbent are to gather and process data on humanitarian needs and responses. He/she 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. He/she 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 Data Associate will also contribute to strengthening and creating new relationships with partner agencies and NGO's who hold or/manage humanitarian data.

The incumbent will be responsible for the following duties:

1. **Data gathering and processing**
2. **Data analysis and management**
3. **Needs Assessment, monitoring and information dissemination**
4. **Promote data standards and support building Information Management capacity**
5. **Support inter-cluster information management activities**

Data gathering and processing (including Geographic data)

- 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.
- Ensure that data repository for Gaza is updated with the latest information. Conduct secondary data reviews and identify information gaps.
- Support the office with data preparedness and in defining early warning indicators/platforms as part of Gaza contingency planning or response plan.

Needs Assessment, monitoring and information dissemination

- Support **coordinated assessment exercises** (and/or preparedness) from an information management/data analysis perspective. Provide technical assistance and guidance to Clusters and/or to Cluster Members with a focus on information management practices that support quality needs assessments.
- Facilitate, through information management best practices, **a harmonized approach to needs assessments** within/across the Cluster/Sectors.
- Establish **assessment-related database** and facilitate data analysis and preparation of related information products.
- Act as a focal point to develop damage or/and loss assessments using satellite images.

Data analysis and management

- 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.
- Develop systems/applications to bolster the office ability to communicate lifeline messages to/from affected people.
- Support Jerusalem office to develop key information products (including reports and maps) both for internal and external counterparts.

- 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

Support inter-cluster information management activities

- 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 the use of information management best practices
 - Provide technical support and assistance on data collection, management and analysis
 - Act as focal point on data sharing across clusters
- Update and support the development of core surveys, databases, websites and systems
 - Joint Rapid Needs Assessment
 - Who, What, Where database
 - Contact database
 - Meeting Schedule
 - OCHA oPt corporate website
 - oPt Humanitarian Response Portal
 - Gaza Crossings – access and movement platform including static monthly dashboards
 - Humanitarian Atlas

Promote data standards and support building Information Management capacity

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

Other generic duties

- All of the above responsibility needs to be conducted in coordination with IMU in Jerusalem to maintain data coherence and completeness
- Support Gaza Sub-Office day to day work
- Any other duties as may be requested by the head of IMU.

Corporate Competencies:

- Demonstrates commitment to OCHA's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional 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 organizational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.
- d) Planning and Organizing– 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 honors commitments; operates in compliance with organizational 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:

Secondary Education

Short courses in Statistics, Data Management, Geographic Sciences, Humanitarian Affairs, Political Science, Information Technology, Information Systems, Engineering, Architecture, or Communications, Economics is preferable but not required.

Experience

7 years of experience in Data Management/Coordination, Statistics, Geographic Information System, Information Technology and/or Humanitarian Affairs.

Mandatory skills

- 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
- Working experience in a development or humanitarian environment is required.
- Good communication and interpersonal skills.

Other technical skills that are considered asset or advantage to have:

- Information Technology and networking skills
- Experience in web design and programming is an advantage
- Knowledge of ArcGIS or other mapping software is an advantage.
- Technical knowledge of OCHA Field Information Management tools is desirable.
- Able to manage and work in or with a multidisciplinary team of Information Management practitioners.

Language requirements:

Fluency in the UN & National language of the duty station.

CLOSING DATE FOR APPLICATIONS: 2 June 2017

Applications received after this date will not be considered.

Women are encouraged to apply