UNITED NATIONS   NATIONS UNIES

United Nations Office for the Coordination of Humanitarian Affairs (OCHA)
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VACANCY ANNOUNCEMENT # 2017-004
Database Analyst (*National Position*)
Level (ICS-8)
Jerusalem/OCHA oPt

Contract:	Fixed Term Contract, ICS-8 (NOA)
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 incumbent will be responsible for the following duties:

1. Database development and maintenance
2. Data analysis, visualization and dissemination
3. Design and build a web based applications
4. Data collection, verification and validation
5. Maintain OCHA oPt contact list
6. Develop 3W database on behalf of cluster system

Function / Expected Results

1. **Database development and maintenance**

- Play a lead role in the development and production of databases to support the monitoring and archiving requirements relevant to OCHA's coordination, research and advocacy role in the oPt;
- Liaise with local and international partners in collaborative monitoring and evaluation projects;
- Contribute to the migration of UN OCHA oPt's core database from their current formats to MS-SQL Server for accessibility over the Internet.
- Play a lead role in the on-going maintenance, design and development of OCHA's databases to effectively support OCHA's coordination, research and advocacy role in the oPt;
- Ensure that correct metadata is appended to the databases and that correct documentation for database procedures is established;
- Ensure that user requirements are continually met, accommodating changing circumstances in the field;
- Liaise with UN OCHA oPt field staff to ensure that database development, data entry, and data extraction methods provide optimum functionality and usability to stakeholders and OCHA clients;
- 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;
- Train OCHA staff on tools and databases created to support their coordination role
- Participate in capacity building initiatives within OCHA and to external partners

2. **Data analysis, visualization and dissemination**

- Support and participate in analytical work by processing data and information in a suitable format;
- Write data queries for analytical purposes using SQL;
- Integrate, archive, and extract large datasets for cross referencing and statistical analysis, designing workflows and data collection models where necessary;
- Develop graphs, reports, maps, and presentations of data and analytical results for Distribution.
- Visualize data using online data visualization tools(Tableau).
- Visualize geo-data using online mapping tools (Tableau)
- Produce summary statistics of key outcome and covariate variables
- Create and implement web-based surveys and conduct result analyses.
- Ensure data interoperability among systems (database to excel)
- Post OCHA oPt publications on OCHA's corporate website
- Disseminate OCHA's publications using its distribution platforms/systems.
- 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;

3. **Design and build a web based applications**

- Design and build a web based database systems to disseminate processed data

- Design and build web based tools to edit data sets.
- Technical design and development of dedicated pages on OCHA corporate website

4 . Data collection, verification and validation

- Data cleaning, mining and integration
- Conduct data pre-processing and validation.
- Design data collection platforms and applications.
- Support field staff in data collection and introduce quality assurance in data collection.
- Communicate with the information managers within clusters/sectors to exchange data.
- Design an offline data collection applications applicable to smart devices (androids and IOS)

5 . Manage OCHA oPt contact list

- Manage and update the office contact directories
- Enable the online contact subscription by developing an online form
- Utilize an online contact management system tool (Mailchimp) to update contacts

6 . Focal point of the 3W database system

- Customize the system vocabularies (Look up tables)
- Conduct regular trainings for sector/cluster members: working closely with sectors/cluster focal points in setting up a schedule for 3W training.
- Customize the database as per sector/cluster needs and backup
- Work closely with the IM focal points to ensure accurate data entry
- Produce/design 3W reports that include a combination of maps, charts and tables
- Maintain a close working relationship with Information Management counterparts in partner agencies and organisations;

Corporate Competencies:

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

Functional 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.

Education:

Master's Degree in Computer Science, Information Management, Information Technology, Management Information Systems, Information Systems or related field.

Experience:

2 years of progressively responsible experience in Information Management, Information Systems or Database Development or related field.

1. Knowledge and experience in Web application development (VB.net,ASP.NET, XML)

2. Knowledge and experience of database development and management;
3. Proven experience in technical writing and documentation;
4. Strong practical background in Access and MS SQL Server;
5. Practical knowledge of standard software packages (MS Office – Access–MS Visio–Adobe);
6. Practical knowledge of graphic design techniques, color management and software (Adobe Indesign);
7. Working experience in a development or humanitarian environment is required.
8. Experience in using Rapid Application Development (RAD) controls in development (e.g. Telerik, Infragistics etc.)

Technical knowledge of OCHA Field Information Management tools is desirable.

Language requirements:

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

CLOSING DATE FOR APPLICATIONS: 16 August 2017

Applications received after this date will not be considered.

Women are encouraged to apply