

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

VACANCY ANNOUNCEMENT # 2022-010**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:

- **Achieve Results:** Plans and monitors own work, pays attention to details, delivers quality work by the deadline.
- **Think Innovatively:** Open to creative ideas/known risks, is pragmatic problem-solver, makes improvements
- **Learn Continuously:** Open-minded and curious, shares knowledge, learns from mistakes, asks for feedback.
- **Adapt with Agility:** Adapts to change, constructively handles ambiguity/uncertainty, is flexible.
- **Act with Determination:** Shows drive and motivation, able to deliver calmly in face of adversity, confident.
- **Engage and Partner:** Demonstrates compassion/understanding towards others, forms positive relationships
- **Enable Diversity and Inclusion:** Appreciate/respect differences, be aware of unconscious bias, confront discrimination

Functional Competencies:

- **Knowledge Generation:** Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need.
- **Knowledge Facilitation:** Ability to animate individuals and communities of contributors to participate and share, particularly externally.
- **Communication:** Ability to communicate in a clear, concise, and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience
- **Digital Awareness and Literacy:** Ability and inclination to rapidly adopt new technologies, either through skillfully grasping their usage or through understanding their impact and empowering others to use them as needed.
- **Working with Evidence and Data:** Ability to inspect, cleanse, transform and model data with the goal of discovering useful information, informing conclusions and supporting decision-making.
- **Customer Satisfaction/Client Management:** Ability to respond timely and appropriately with a sense of urgency, provide consistent solutions, and deliver timely and quality results and/or solutions to fulfil and understand the real customers' needs.
 - Provide inputs to the development of customer service strategy.
 - Look for ways to add value beyond clients' immediate requests.
 - Ability to anticipate client's upcoming needs and concerns.

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 English and Arabic language both spoken and written is required.

How to apply:

To start the application process, applicants are required to apply via OCHA oPt's vacancies website by registering their profile and completing OCHA Personal History Form (P11). Only applications received through <https://www.ochaopt.org/vacancies> which should include an up to-date and complete P11 will be considered. Due to the large number of applications received for OCHA vacancies, only applicants short-listed for interview will be contacted.

The United Nations does not charge fees at any stage of the recruitment process.

The United Nations does not concern itself with information related to bank accounts.

CLOSING DATE FOR APPLICATIONS: 8 July 2022

Applications received after this date will not be considered.

Women are encouraged to apply