Posting Title: Temporary Appointment

                              Information Management Officer /Data Analyst, NOA

Job Code Title: HUMANITARIAN AFFAIRS

Department/ Office: Office for the Coordination of Humanitarian Affairs

Duty Station: East Jerusalem

Posting Period: 12 September 2025 – 25 September 2025

Job Opening number: 2025-009

Duration: Until 31 December 2025

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Org. Setting and Reporting

OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors to alleviate human suffering in disasters and emergencies; advocate for the rights of people in need; promote preparedness and prevention; and facilitate sustainable solutions.

The Office for the Coordination of Humanitarian Affairs (OCHA) has responsibility for inter-agency coordination in complex emergencies and natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has 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 too and the need for international assistance.

The Information Management Officer will work under the guidance of the Deputy Head of Office and the direct supervision of the Head of the Information Management Unit in Jerusalem, collaborating closely with Information Management, Research and Analysis, Protection, Advocacy, and Field Coordination Units. The role involves frequent interaction with internal stakeholders, including unit heads and OCHA regional and

headquarters teams, as well as external partners such as UN agencies, international and local NGOs, government counterparts, donors, academic institutions, and technology service providers. The Officer will ensure effective collaboration with Clusters and inter-cluster coordination mechanisms, harmonizing data collection and reporting standards while contributing to the development and improvement of information management and analysis practices. They will provide daily technical support for information management tools, strengthen partnerships with agencies and NGOs, and document all procedures and processes under their responsibility to support data-driven decision-making in humanitarian operations.

Work implies frequent interaction with the following:
- Representatives of other UN humanitarian agencies and other member organizations in the Inter-Agency Standing Committee, UN Mission, and Member State personnel.
- Delegations, government officials, involved actors in the crisis, partners in universities and research institutes, etc.

Responsibilities:
Within delegated authority, the Information Management Officer / Data Analyst will be responsible for the following duties:

Information Management; data collection, processing, analysis and dissemination

leads on collation of baseline and secondary data and coordination of data collection. Compiles and perform data analysis, particularly on demographic, affected population, multisector needs and vulnerability data, in different formats (including Geographic Information System- GIS). Geographic Information System (GIS), Mapping and Infographics As needed for humanitarian needs analysis and planning, including for the HPC.

Geographic Information System (GIS) & Mapping

- Develops and maintains spatial baseline and operational datasets in accordance with relevant standards and guidance.
- Maintains a repository of spatial data and ensure that the data are documented and accessible to all humanitarian partners through local and/or online services.
- Provides GIS support to the office and field requests; leads the development of appropriate maps and infographic products to support humanitarian decision-making and reflect humanitarian situations, needs, and responses. Knowledge management and Websites

Needs assessment and analysis

- Provides technical support and develop methodologies, as appropriate, to estimate population figures and the number of People in Need (PiN), and other automated analyses, including those associated with the Joint Intersectoral Analysis Framework (JIAF).
- Participates in the development, implementation and management of sectoral and intersectoral

indicators, together with accompanying data, included as part of Common Humanitarian Datasets and the Indicators Registry.

- Participates in knowledge management projects, contributing to feasibility studies, systems analysis, design, development and implementation, as well as the evaluation and testing of application improvements and new systems. Liaise and ensure interoperability with other web platforms as appropriate. Provides user support.

- Set up, populate and keep up to date the knowledge management platform related to the humanitarian needs analysis, planning and monitoring, including as part of the HPC.

- Maintains the relevant sections of HPC websites in accordance with the OCHA standard templates.

- Researches, analyses and evaluate new applications of information technology to enable knowledge management. Makes recommendations for and support their deployment.

- Provides technical support to set up and to analyze results from online surveys (e.g. Kobo Toolbox, Open Data Kit, Monkey survey etc.), including for multi-partner reviews, competency surveys etc., linked to humanitarian needs analysis and planning, and to the Humanitarian Programme Cycle (HPC).

Visualization

- Produces and update information products such as reports, charts and infographics (interactive and/or static) by turning data into graphical products to convey messages and online services.

- Develops advocacy materials including posters, presentations and other visual materials while adhering to OCHA branding.

Competencies:

PROFESSIONALISM: Knowledge of a range of humanitarian assistance, emergency relief, and related human rights issues, including approaches and techniques to address difficult problems. Solid understanding of Civil-Military Coordination issues. Knowledge and understanding of the UN Security Management System. Analytical capacity and in particular the ability to analyze and articulate the humanitarian dimension of issues that require a coordinated UN response. Ability to identify issues and judgment in applying technical expertise to resolve a wide range of problems. Ability to conduct research, including the ability to evaluate and integrate information from a variety of sources and assess the impact on the humanitarian rights situation in an assigned country/area. An ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters, and human misery); ability to provide guidance to new/junior staff. Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others, and responds appropriately; asks questions to clarify and exhibits interest in

having two-way communication; tailors' language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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 contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Qualifications:

Education

An advanced university degree (master's degree or equivalent) in Computer Science, Microsoft Certified Systems Engineer (MCSE), Information Technology, Information Management, Management Information Systems (MIS) is required or A first-level university degree in the areas stated above, in combination with 2 years of relevant qualifying experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Work Experience

Applicants with a Master's degree (or equivalent) in a relevant field of study are not required to have professional work experience.

Applicants with a Bachelor's degree (or equivalent) are required to have a minimum of two (2) years of relevant professional experience in Information and Communications Technologies in the area of Network Administration, Use of Hardware/Software, Telecommunications Facilities, Database Packages, or web Experience with the UN common system or equivalent international organization is desirable.

Additional Experiences:

Knowledge and experience in Windows 10/server administration is desirable.

Practical knowledge of standard software packages (Office365, ARCGIS, Power BI, Other data analysis applications) is required

Proven experience in information management is required

Knowledge and experience in data security is desirable.

Language:

Fluency in English and Arabic (both oral and written) is required.

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice: This position is funded through 31 December 2025 and may be subject to extension. Extension of the appointment is subject to extension of the mandate and/or the availability of the funds. Applications are pre-screened by the system according to the published requirements of the job opening based on the information provided in the application. Concerning the requirements of the job opening, applicants must provide complete and accurate information on their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted based on the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to,

profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Applicants are urged to carefully follow all instructions available in the online recruitment platform. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislation of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided on the online application platform to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on OCHA OPT Website will be removed at 11:59 p.m. (Jerusalem Time) on the deadline date.

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.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS

CLOSING DATE FOR APPLICATIONS 25 September 2025

Applications received after this date will not be considered.

The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.