Posting Title:	Temporary Appointment Information Management Assistant (GIS & Mapping Assistant)
Job Code Title:	Information Management
Department/ Office:	Office for the Coordination of Humanitarian Affairs
Duty Station:	East Jerusalem
Posting Period:	12 November 2026 – 18 November 2026
Job Opening number:	2026-006
Duration:	364 Days

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 (GIS and Mapping Assistant) 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 the 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 Information Management Assistant (GIS and Mapping Assistant) serves as the primary technical support resource for Geographic Information Systems (GIS) and mapping within the OCHA oPt office. The position is responsible for supporting the production, maintenance, and dissemination of static and online geospatial information products that contribute to humanitarian coordination, operational planning, and situational awareness.

This assistant position focused on hands-on technical delivery of GIS, mapping, and visualization products, under the guidance of senior Information Management staff.

Responsibilities:

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

1. GIS and Mapping:

- Act as the GIS and mapping support focal point within the office.
- Develop, clean, update, and maintain baseline and operational spatial datasets in line with OCHA and inter-agency standards.
- Produce static maps (print-ready PDFs, briefing maps, factsheets) and online / interactive maps to support operational briefings, coordination meetings, and emergency response.
- Support the response to operational and emergency mapping requests from OCHA management, clusters, and humanitarian partners.
- Ensure spatial data and map products are accurate, timely, properly documented, and aligned with OCHA cartographic and branding standards.
- Use desktop GIS tools to perform day-to-day spatial analysis, cartography, and map production.
- Publish, update, and maintain online spatial layers and web-based maps to support operational and coordination needs.
- Support basic GIS server and enterprise environment functions, including publishing map services and maintaining spatial data content.
- Assist in organizing and maintaining GIS content, user access, and groups within online and enterprise GIS platforms, under the guidance of the Information Management Unit.

2. Spatial Data Management:

- Prepare and structure datasets for GIS use, including data cleaning, validation, and basic spatial analysis.
- Maintain and update spatial data repositories and ensure accessibility for internal users and humanitarian partners, as appropriate.
- Support the integration of non-spatial datasets into mapping and visualization products.

3. Visualization and information Products:

- Support the development of map-based visualization products, including spatial infographics, maps, dashboards, and simple charts.
- Contribute to OCHA information products such as situation overviews, briefing notes, and analysis snapshots, with a strong focus on spatial presentation.
- Assist in the visual presentation of humanitarian data to clearly communicate key messages and trends.

4. Support to Humanitarian needs Analysis and HPC:

- Support mapping and visualization inputs to the Humanitarian Programme Cycle (HPC), including HNO and HRP processes.
- Assist in preparing maps and spatial layers contributing to People in Need (PiN) and sectoral or inter-sectoral analysis, including JIAF-related products.
- Help maintain mapping products used throughout the planning, monitoring, and reporting phases of the HPC

5. Data Collection and knowledge Management:

- Support online data collection platforms (e.g. Kobo Toolbox) primarily to facilitate mapping and spatial visualization of collected data.
- Assist in maintaining spatial content on OCHA information platforms and websites.
- Document GIS datasets, workflows, and mapping products to support continuity and institutional knowledge.

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. 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.

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

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

Qualifications:

Education

- Secondary education is required.
- A first-level university degree (Bachelor's degree or equivalent) in Geographic Information Systems (GIS), Geography, Information Management, Computer Science, or a related field will be given due consideration but is not a requirement.

Job Specific Qualifications

Work Experience

- (6) six years (with Secondary education) or three (3) years (with a bachelor's degree) of practical experience in GIS and mapping, including the production of static and/or online maps.
- Demonstrated hands-on experience with the ESRI software ecosystem is required, including:
    - ArcGIS Pro
    - ArcGIS Online
    - ArcGIS Enterprise / Server
- Experience in information management or data management in a humanitarian, development, or operational setting is required.
- Experience with the UN common system or international organizations is desirable.

Additional Experiences:

- Practical GIS cartography and spatial data management skills are required.
- Experience producing both static and online maps is required.
- Familiarity with data cleaning, basic spatial analysis, and visualization are required.
- Proficiency in standard office software (Office 365), is required.
- Knowledge of data security and data-sharing principles is an asset.

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 Temporary position is funded for 364 days 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 18 November 2026

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.