

Posting Title : Information Management Officer (TJO), P4
Job Code Title : INFORMATION MANAGEMENT OFFICER
Department/ Office : Office for the Coordination of Humanitarian Affairs
Location : BANGUI
Posting Period : 19 September 2017-25 September 2017
Job Opening number : 17-IST-OCHA-85433-J-BANGUI (X)
Staffing Exercise : N/A

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

Special Notice

This temporary position is intended to fill the functions of short-term duration until 31/12/2017, with the possibility of extension. The selected candidate is expected to start as soon as possible. • The duration of the appointment is subject to the availability of funds. • A current staff member who holds a fixed-term, permanent or continuing appointment may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a temporary appointment shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to section 5.7 below and staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of ST/AI/2010/4Rev.1 on Temporary Appointments. In its resolution 66/234, the General Assembly further "stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013..." Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified. • Upon separation from service, including, but not limited to, expiration or termination of, or resignation from, a fixed-term, continuing or permanent appointment, a former staff member will be ineligible for re-employment on the basis of a temporary

appointment for a period of 31 days following the separation. In the case of separation from service on retirement, a former staff member will be ineligible for re-employment for a period of three months following the separation. This equally applies, mutatis mutandis, with respect to a former or current staff member who has held or holds an appointment in another entity applying the United Nations Staff Regulations and Rules and who applies for a temporary position with the Secretariat. • Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service. • Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station. • While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under ST/AI/2010/3, as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions. • The expression "Internal candidates", shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15. • Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. • For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1. • The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English • Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. • Staff members are not eligible to apply for the current temporary job opening if they are unable to serve the specified duration of temporary need before reaching the mandatory age of separation. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.

Org .Setting And Reporting

This position is located in the Office for the Coordination of Humanitarian Affairs (OCHA) Central Africa, Bangui. The Information Management Officer reports to the Deputy Head of Office. OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA also ensures there is a framework within which each actor can contribute to the overall response effort.

Responsibilities

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

- **Coordination:**- Establish and maintain an information management network in accordance with IASC guidance to facilitate humanitarian information exchange and the promotion of data and information standards.- Work with first responders such as the UN disaster assessment and coordination team (UNDAC) and on-site operations and coordination center (OSOCC) to ensure a smooth transition of information tools and services. - Engage with counterparts in government to ensure that information activities are coordinated and consistent with national standards and practices.- Provide training and expertise on the use and development of information management tools and platforms to OCHA staff and humanitarian partners.- Advocate for the use of data standards and common platforms, and for the open exchange of information.- Identify in-country activities that could benefit from remote information management capacity. - Coordinate remote IM support provided by other OCHA offices and non-UN actors.
- **Information Management Unit and Integrated Team Management-** Advise the OCHA Head of Office on operational information management, including strategic and immediate priorities.- Support the development and implementation of a strategic approach to managing information around the humanitarian programme cycle, including supporting common information processes such as preparedness, needs assessment, strategic planning, resource mobilization, implementation and monitoring.- Provide strategic and day-to-day management of the information management unit (IMU) and related staff, including deployment of surge and other short-term staffing.- Take overall responsibility for the management of information and the production and dissemination of high-quality information products, tools and services.- Liaise with external actors, including senior staff in humanitarian and development agencies, government and the military.- Advise the head of office on strategic use of communications and information. - Provide leadership and vision to the integrated information team. Enable a collaborative approach between different areas of expertise within the team, foster innovation, stimulate early adoption of tools and technologies, and support team building and capacity development through continuous coaching and training of team members.- Oversee the drafting, stylistic design, editorial coherence and production of all information and reporting materials intended for external use, such as maps, infographics, reports, press releases, bulletins and situation reports.- Recruit staff, taking due account of geographical balance; manages, guides, develops, trains and fosters teamwork and communication among staff under his/her supervision. - Carry out programmatic/administrative tasks necessary for the functioning of the section, including preparation of budgets, assigning and monitoring of performance parameters, reporting on budget/programme performance and evaluation of staff performance.
- Performs other related duties, as required.

Competencies

• **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to the management of information in complex emergencies, disaster preparedness, disaster response and early recovery; Ability to identify issues, analyse humanitarian trends and participate in the resolution of issues/problems; Ability to conduct data collection using various methods; Demonstrates conceptual, analytical and evaluative skills to conduct independent research and analysis, including familiarity with and competence in the use of various research sources, including electronic sources on the internet, intranet and other databases; Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities; Shows pride in work and in 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. • **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent degree) in information management, information systems, social science or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in information management, information systems, disaster management, humanitarian affairs, or other related area, is required. Experience in managing information in disaster response or complex emergencies is required. Relevant experience in the region is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Fluency in French is required. Knowledge of another UN official language is an advantage.

Assessment

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

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, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. 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. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The screening and 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 legislations 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, including but not limited to, their education, work experience, and language skills, according to the instructions provided on inspira. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: 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 a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

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.