

Posting Title : Information Management Officer, P3  
Job Code Title : INFORMATION MANAGEMENT OFFICER  
Department/ Office : Office for the Coordination of Humanitarian Affairs  
Location : JUBA  
Posting Period : 16 August 2019-5 September 2019  
Job Opening number : 19-IST-OCHA-121691-R-Juba (X)  
Staffing Exercise : N/A

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

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### **Org .Setting And Reporting**

The position is located in Juba, South Sudan, in the Operations and Advocacy Division, Office for the Coordination of Humanitarian Affairs (OCHA). 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 efforts. OCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to alleviate human suffering in disasters and emergencies; advocate the rights of people in need; promote preparedness and prevention and facilitate sustainable solutions.

The Information Management Officer reports to the Head of the Information Management Unit.

### **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 Centre (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.

- Web Management

- Manage content on relevant web platforms, provide overall quality control for the platform and ensure content is current, comprehensive and follows relevant metadata standards;

- Work with external counterparts on related web platforms such as agency and cluster websites and ReliefWeb to facilitate cross-site search and interoperability.

- Data Management

- Design, develop and manage databases, spreadsheets and other data tools;

- Understand, document, and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability;

- Consolidate operational information on a regular schedule to support analysis.

- Data Analysis

- Organize, design and carry out the evaluation and analysis of location specific datasets through meaningful statistical techniques;

- Participate in the development and revision of data standards (e.g. the Humanitarian Exchange Language) and advise on the application of these standards into local systems and processes;

- Participate in the development, implementation and management of new indicators, together with its accompanying data, to be included in a Common Humanitarian Dataset;

- Understand, document and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability.

- Assessment Analysis

- Support assessment and needs analysis activities, including humanitarian needs overviews, secondary data reviews, preliminary scenario definitions and multi-cluster initial rapid assessments;

- Provide advice on assessment design to ensure data quality;

- Manage platforms and tools that support data collection and analysis such as KoBo Toolbox and Open Data Kit (ODK).

- Geographic Information System (GIS) & Mapping

- Develop and maintain spatial baseline and operational datasets in accordance with relevant standards and guidance;

- Produce and update high-quality map products and online services;

- Maintain a repository of spatial data and ensure that the data are documented and accessible to all humanitarian partners through local and/or online services.

- Visualization

- Produce and update information products such as reports, charts and infographics by turning data into graphical products to convey messages and a storyline;
- Develop advocacy materials including posters, presentations and other visual materials.

- 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 experience 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.

- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; 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.

- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

## **Education**

An advanced university degree (Master's degree or equivalent degree) in information management, information systems, social science or related field is required. 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**

Required experience:

- A minimum of five years of progressively responsible experience in information management, information systems, web management, data management, geographic information systems & mapping, data visualization, or other related area.
- Experience managing information for disaster response or complex emergencies.

Desired experience:

- Experience providing information management related services within the UN Common System or other comparable international organization.
- Relevant experience with or in the North Eastern Africa region.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English 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.

### **Special Notice**

This post is funded for a finite period of one year and may be subject to extension. Extension of the appointment is subject to extension of the mandate and/or availability of the funds.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

### **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.

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 Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

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 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 according to the instructions provided in inspira 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 the Careers Portal will be removed at 11:59 p.m. (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.