

Posting Title : Information Management Officer (Head of Information and Advocacy Unit), P4
Job Code Title : INFORMATION MANAGEMENT OFFICER
Department/ Office : Office for the Coordination of Humanitarian Affairs
Location : PANAMA CITY
Posting Period : 21 October 2019-3 November 2019
Job Opening number : 19-IST-OCHA-125637-J-PANAMA CITY (X)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This position is located in the Regional Office for Latin America and the Caribbean (ROLAC), Office for the Coordination of Humanitarian Affairs (OCHA), based in Panama City, Panama. The Humanitarian Affairs Officer reports to the Deputy Head of Office for OCHA ROLAC.

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 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.

Responsibilities

Within delegated authority, the Humanitarian Affairs Officer will be responsible for the following duties:

- Provides leadership for and manages a team of staff working on analysis, information management and reporting relating to the humanitarian situation in the assigned country/area.
- Monitors and analyzes trends and developments affecting the humanitarian situation in the assigned country or area, and undertakes research to expand and validate available information to improve situational awareness and analysis, and support evidence-based decision-making.
- Works with partners to develop and maintain a common understanding of the humanitarian situation based on analysis of a wide range of subjects (i.e. humanitarian, political, economic, cultural, sociological, demographic, etc.), and supports and contributes to inter-agency needs

assessments and analysis, including the development of the Humanitarian Needs Overview and the Humanitarian Response Plan.

- Drives situational awareness and advocacy within ROLAC through the creation bespoke analysis, development of issue specific products and mobilization of interagency peers around priority issues and themes.
- Establishes and maintains an information management network, in accordance with IASC guidance, to facilitate humanitarian information exchange and the promotion of data and information standards and enhance joint information management, analysis and shared situational awareness.
- Engages with a wide range of humanitarian partners, actors and other stakeholders, both formal and informal, to ensure information activities are coordinated and consistent with relevant standards and good practices.
- Leads and/or participates in large, complex projects, including the establishment of information management systems, assessment and analysis tools and methods; supports coordination of international humanitarian/emergency assistance for complex emergency/disaster situations; ensures necessary support to inter-agency efforts; prepares situation reports to the international community, apprising of situation to date and specifying unmet requirements of affected countries.
- Assists member states in capacity-building for handling emergency situations; develops country-specific indicators for countries of concern in collaboration with area experts and ensures the subsequent monitoring of these indicators; recommends actions based on the analysis of pertinent information.
- Provides training and expertise on the use and development of new technologies and information management tools and platforms to OCHA staff, humanitarian partners and other stakeholders.
- Assists or leads, as appropriate, in the preparation of OCHA reports, studies, background papers, policy guidelines, correspondence, presentations, background papers, policy guidelines, parliamentary documents, etc.; with respect to the latter, takes the lead in providing support and information to relevant councils or other entities on specific issues.
- Communicates timely and effectively, frequently briefs and debriefs an expert audience on situational awareness, developments and scenarios.
- Partners with other humanitarian agencies to plan and evaluate complex humanitarian and emergency assistance programmes; helps ensure that latest findings, lessons learned, policy guidelines, etc. are incorporated into these activities, including gender-related considerations.
- Establishes and maintains contacts with humanitarian partners and other stakeholders; ensures appropriate mechanisms to facilitate collaboration and exchange of information both in and outside the UN system, including on early warning and contingency planning, etc.
- Supports IM and advocacy related operational readiness actions.
- Surges to lead and/or support IM and advocacy functions in the first wave of response.
- May participate in planning and preparation of unit budget and work program.
- Provides leadership and work direction to assigned work team, and/or mentors and supervises the work of new/junior officers.
- Performs other 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.

- **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

Advanced university degree (Master's degree or equivalent) in humanitarian or development studies, political or social sciences, computer studies, anthropology, or a related field. A first-level university degree in combination with 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 disaster response or complex emergencies is required.

At least one year of humanitarian experience in the field (actual setting where a mission and/or project is being implemented) in emergency situations (complex emergency or natural disaster) is required.

At least one year of relevant experience at the international level is required.
Management experience as a head of unit or team is desirable.
Experience in the UN common system or another similar international organization is desirable.
Experience in the region is desirable.

Languages

For the position advertised, fluency in English and Spanish is required. Fluency in French is desirable.

Assessment

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

Special Notice

- This temporary position is intended to fill the functions for the duration of 364 days, 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.

IMPORTANT: Candidates found suitable and not selected for the announced duty station, may be selected for deployment to other duty stations. The selection will be for similar functions with similar requirements at the same level.

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.