

Posting Title : Associate Information Manager Officer, P2  
Job Code Title : ASSOCIATE INFORMATION MANAGEMENT OFFICER  
Department/ Office : Office for the Coordination of Humanitarian Affairs  
Location : KIEV  
Posting Period : 28 February 2020-13 March 2020  
Job Opening number : 20-IST-OCHA-132228-R-KIEV (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**

This position is located in the Operations and Advocacy Division (OAD), Office for the Coordination of Humanitarian Affairs (OCHA), which 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 principles 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 Associate Information Management Officer is based in Kiev, Ukraine. The incumbent reports to the Information Management Officer (P3).

### **Responsibilities**

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

- Web Management:** Manage content on relevant web platforms, undertake 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. Assist the development and perform maintenance tasks for humanitarian web platforms in Ukraine and maintains a catalogue of coordination and development products.
- Data Management:** Support the design and development and manage the content of databases, spreadsheets and other data tools; understand, document, and ensure the quality of

high-value humanitarian data for accuracy, consistency and comparability; support the consolidation of operational information on a regular schedule to support analysis. Also, support technical staff in the development of templates, applications to facilitate the collection and processing of context specific humanitarian and development data

- Data Analysis:** Support 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); understand, document and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability.

- Geographic Information System (GIS) and Mapping:** Assist with the maintenance of spatial baseline and operational datasets in accordance with relevant standards and guidance; support the production and updating of 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:** Assist in the production and updating of 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

- Engage with counterparts in government and development sector** to ensure that information activities are consistent with national standards and practices, coordinated and, wherever possible, integrated.

- Performs other related duties, as required.

### **Competencies**

- Professionalism:** Knowledge of information management and record keeping in electronic media. Ability to provide maintenance and disposition of records, including appraisal and migration management; records preservation and description; and research practices. 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.

- Planning and 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 information management, information systems, social sciences or related field. A first-level university degree in combination with two years of qualifying experience may be accepted in lieu of the advanced university degree. A first-level university degree and no experience will be accepted for candidates who have passed the Young Professionals Programme Examination/United Nations National Competitive Recruitment Examination (NCRE) or the General Service to Professional Examination (G to P).

### **Work Experience**

A minimum of two (2) years of progressively responsible experience in information management, information systems, web management, data management, GIS and mapping, data visualization, or other related area, is required.

Information management experience in the field (actual setting where a mission and/or project is being implemented) in emergency situations (complex emergency or natural disaster) is desirable.

Experience in graphic design, mapping and infographics. Proficiency in Adobe Illustrator, Photoshop, InDesign and ESRI ArcMap is desirable.

Experience in the UN Common System or other comparable international organization is desirable.

Experience in the region is desirable.

No experience is required for candidates who have passed the United Nations Young Professionals Programme Examination (YPP), the United Nations National Competitive Recruitment Examination (NCRE) or the General Service to Professional Examination (G to P).

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Russian is required. Knowledge of another UN official language is desirable.

### **Assessment**

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

### **Special Notice**

This position is funded for a period of one year. Extension of the appointment is subject to extension of the mandate and the 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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

An impeccable record for integrity and professional ethical standards is essential.

### **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.