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CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*

**Associate Information Management Officer (P-2)**

(Job Code: 1474, GP-1351)

**Organizational Setting and Reporting Relationships:** This position is located in the Office for the Coordination of Humanitarian Affairs (OCHA) in **Duty Station**, **Country**. The Associate Information Management Officer usually reports to **Supervisor**.

**Responsibilities** Within delegated authority, the Associate Information Management Officer will be responsible for the following duties: *(These duties are generic and may not be performed by all Associate Information Management Officers.)*

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, including measuring performance of content; work with external counterparts on related web platforms such as agency and cluster websites and ReliefWeb to facilitate cross-site search and interoperability.

* Support the design, development and manage the content of databases, spreadsheets and other data tools when OCHA, government, partner or off-the-shelf solutions do not exist; 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
* Data Analysis: Support the evaluation and analysis of datasets; understand, document and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability; promote the responsible and secure use of data for digital platforms within OCHA and the wider humanitarian sector.
* Support gathering of assessment and needs analysis, including for use in humanitarian needs overviews, secondary data reviews, preliminary scenario definitions and multi-cluster initial rapid assessments; support the management of platforms and tools that support data collection and analysis such as KoBo Toolbox and Open Data Kit (ODK)
* Geographic Information System (GIS) and Mapping: Assist GIS officers with gathering of information for the maintenance of spatial baseline and operational datasets in accordance with relevant standards and guidance; support the publication of map products on relevant online platforms; supports maintenance of an online repository of spatial data as needed and ensure that the data is easily accessible to all humanitarian partners through local and/or online services
* Visualization: Assist in the publishing and updating of information products such as reports, charts and infographics by turning data into compelling digital features to convey messages and a storyline; work with PIU to publish advocacy materials including posters, presentations and other visual materials
* 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.
* **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.
* **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; 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.
* **Accountability**: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
* **Creativity**: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
* **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.
* **Commitment to Continuous Learning**: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
* **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.

**Qualifications:**

**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. *(Candidates for this position must have passed the United Nations National Competitive Recruitment Examination (NCRE) or the G to P Examination. No examination is required for candidates in peacekeeping missions.)*

**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. Experience with Content Management System (e.g. WordPress or Drupal), HTML and APIs is required. Experience incorporating metadata/taxonomy in different platforms, especially for API customization/use is desirable. Experience with distribution platforms (e.g. Mailchimp, Google Groups, etc.) is desirable. *(No experience is required for candidates who have passed a United Nations Competitive Recruitment Examination.)*

**Language:** English and French are the working languages of the UN Secretariat. For this position advertised, fluency in English/French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is desirable.