

Posting Title : Head of Monitoring and Reporting Unit (MRU), (TJO), P4
Job Code Title : PUBLIC INFORMATION OFFICER
Department/ Office : Office for the Coordination of Humanitarian Affairs
Location : KHARTOUM
Posting Period : 6 December 2018-19 December 2018
Job Opening number : 18-PUB-OCHA-107685-J-KHARTOUM (X)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This position is located in the Operations and Advocacy Division, Office for the Coordination of Humanitarian Affairs (OCHA), which is 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

This position is located in the Office for the Coordination of Humanitarian Affairs (OCHA) in Khartoum, Sudan. The Head of the Monitoring & Reporting Unit (MRU) reports to the Head of Office (HoO), OCHA Sudan.

Responsibilities

Within delegated authority, the Head of the MRU will be responsible for the following duties:

- Facilitate and lead efforts to harmonize a common approach to assessment and monitoring. Support, maintain and plan and manage the rollout of inter/multi-cluster needs assessments in complex humanitarian context.
- Organizes and prepares studies on humanitarian related issues.
- Organizes follow-up work, including interagency technical review meetings to support policy development work and decision-making on operational issues.
- Oversees the preparation of regular situation papers/reports highlighting relevant operational factors affecting the humanitarian situation and response efforts.

- Prepares or contributes to the preparation of various written reports, documents and communications, e.g. drafts sections of studies, background papers, policy guidelines, assessment reports highlighting relevant operational factors affecting the humanitarian situation and response efforts., briefings, case studies, presentations, correspondence, etc.

- Provide support and guidance on needs assessment design to ensure high quality data capture in humanitarian crisis.

Manage, develop and provide platforms and tools that support data collection such as KoBo Toolbox and Open Data Kit.

- Support MIRA, inter-cluster data collection, trainings and analysis activities including humanitarian needs overview, secondary data reviews, preliminary scenario definitions.

- Ensures appropriate monitoring and reporting mechanisms; provides information and advice on a range of related issues.

- Reviews and provides advice on policy issues related to safeguarding humanitarian principles and ensuring the effective delivery of humanitarian assistance.

- Partners with other humanitarian agencies to plan and evaluate humanitarian and emergency assistance programmes and help ensure that latest findings, lessons learned, policy guidelines, etc. are incorporated into these activities, including gender- related considerations.

- Provide substantial support to sector / cluster working groups as required and facilitate exchange on cross cutting issues.

- Establishes and maintains contacts with government officials, other UN agencies, non-governmental organizations, diplomatic missions, media, etc.

- Support advocacy initiatives on issues impacting humanitarian needs and response efforts through the collection of information, liaison with humanitarian partners, government officials, the media, etc.

- Provide training and building capacity of partners in the areas of multi-cluster needs assessment, MIRA, sampling in humanitarian need assessment.

- Undertakes and provides support to technical assistance and other field missions, e.g. participates in field trips to undertake in-depth reviews of specific country work mechanisms.

- Organizes and participates in working groups, meetings, conferences, consultations with other agencies and partners on humanitarian and emergency relief-related matters.

- Leads day-to-day monitoring and reporting activities to include participating in coordination of substantive and administrative activities of the unit, interpreting and disseminating policy, providing procedural advice, improving reporting systems, handling operational and administrative queries, preparing budget submissions, establishing and/or coordinating training programmes and monitoring and evaluating results. Directs a team of information management, public information and reporting staff and mentor and supervise the work of junior officers on specific projects.

- Performs other duties as required.

Competencies

- Professionalism: Knowledge of different aspects of public information and communication and data analysis and information management. Ability to address a range of issues in the context of political developments, public attitudes and local conditions. Ability to conceptualize, design and implement major information campaigns. Ability to rapidly analyze

and integrate diverse information from varied sources. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Ability to produce a variety of written communications products in a clear, concise style. Ability to deliver oral presentations to various audiences. 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) in political science, social science, international studies, public administration, economics, engineering, earth sciences or a related field. A first-level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five seven years of progressively responsible experience in, humanitarian affairs, emergency preparedness, or other related area, is required. Two years of relevant experience at the international level is required. 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. Experience in the UN Common System and/or other international organizations is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English, both written and oral, is required. Knowledge of Arabic is desirable.

Assessment

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

Special Notice

- This Temporary Job Opening (TJO) is opened to internal as well as external candidates. The duration of the temporary appointment/assignment is for 364 days, and the selected candidate is expected to be deployed as soon as possible.

- 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.

- 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.

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- 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 inspira account-holder homepage.

- Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. 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.

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 or sexual abuse, or crimes other than minor traffic offences, 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.

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.

