

Posting Title : Assistant Information Management Officer (3 posts), NOA  
Job Code Title : ASSISTANT INFORMATION MANAGEMENT OFFICER  
Department/ Office : Office for the Coordination of Humanitarian Affairs  
Location : ISTANBUL  
Posting Period : 21 January 2022-4 February 2022  
Job Opening number : 22-IST-OCHA-172107-R-ISTANBUL (N)  
Staffing Exercise : N/A

---

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

---

### **Org. Setting and Reporting**

These national professional positions are located in the Field Information Services Section (FIS), Information Management Branch (IMB) of the Office for the Coordination of Humanitarian Affairs (OCHA), based in Istanbul. OCHA 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. The Information Management Branch (IMB) is responsible for strengthening the capacity of OCHA to deliver more credible, comprehensive and evidence-based situational awareness to the humanitarian system, one of the five core functions of OCHA.

These positions of Assistant Information Management Officer/NOA report to the Chief of the Field Information Services section.

### **Responsibilities**

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

(These duties are generic, and may not be performed by all Assistant Information Management Officers. If you believe that your profile matches some or all of this description, you are encouraged to apply.)

## Data Analysis

- Supports the design, development and manage the content of databases, spreadsheets and other data tools; documents and ensures the quality of high-value humanitarian data for accuracy, consistency and comparability; supports the consolidation of operational information on a regular schedule to support analysis
- Supports the evaluation and analysis of location specific datasets through meaningful statistical techniques; participates in the development and revision of data standards ; understands, documents and ensures the quality of high-value humanitarian data for accuracy, consistency and comparability. Supports assessment and needs analysis activities, including humanitarian needs overviews, secondary data reviews, preliminary scenario definitions and multi-cluster initial rapid assessments; supports the management of platforms and tools that support data collection and analysis such as KoBo Toolbox and Open Data Kit (ODK)
- Assists with the maintenance of spatial baseline and operational datasets in accordance with relevant standards and guidance; maintains a repository of spatial data and ensure that the data are documented and accessible to all humanitarian partners through local and/or online services

## Data Visualization

- Assists 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; develops advocacy materials including posters, presentations and other visual materials; supports the production and updating of high-quality map products and online services;

## Content Management

- Manages content on relevant web platforms, undertakes quality control for the platform and ensures content is current, comprehensive and follows relevant metadata standards; works with external counterparts on related web platforms such as agency and cluster websites and OCHA managed platforms to facilitate cross-site search and interoperability.
- Performs other related duties, as required.

## Competencies

**PROFESSIONALISM:** works effectively within a distributed team model; knowledge 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; conceptual analytical and evaluative skills to conduct independent research and analysis; 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.

**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.

**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.

### **Education**

A first-level university degree in information management, information science, information systems, social science or related field is required.

### **Job Specific Qualifications**

#### **Work Experience**

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

Experience managing information in disaster response or complex emergencies is desirable.

Experience with the UN common system or other comparable international organization is desirable.

#### **Languages**

Fluency in English and Turkish is required. Knowledge of French or Spanish is desirable.

## **Assessment**

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

## **Special Notice**

These positions are funded for a finite period of one year. Extension of the appointment is subject to extension of the mandate and the availability of funds.

These positions are National Professional positions and will be based in Istanbul. Candidates for the National Professional Officer category shall be of the nationality of the country where this position is located (limited to Turkish nationals).

Appointment against these posts are on a local basis.

The contracts will be administered by United Nations Development Programme (UNDP) on behalf of OCHA.

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.

Please note that the selected candidates may be requested to work remotely (due to Covid-19 restrictions) for an initial period upon onboarding.

## **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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

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.

