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

**Associate Information Management Officer/GIS (NOA)**

**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/GIS will be responsible for the following duties *(These duties are generic and may not all be performed by all Associate Information Management Officers/GIS. If you believe that your profile matches some or all of this description, you are encouraged to apply.)*:

**Visualization**

* Assist in the production and updating of information products such as reports, charts and infographics (interactive and/or static) by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials while adhering to OCHA branding.

**Assessment Analysis**

* Support assessment and needs analysis activities, including 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.

**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

**Digital Management**

* Manage content on relevant online platforms, undertake quality control for the platform and ensure content is current, comprehensive and follows relevant metadata standards; work with external counterparts on related online platforms such as agency and cluster websites to facilitate cross-site search and interoperability.

**Performs other related duties, as required.**

**Competencies:**

* **Professionalism:**  Knowledge of theories, concepts and approaches relevant to the management of information in humanitarian response. Ability to identify issues, support analysis of humanitarian trends and contribute to the resolution of issues/problems; Knowledge of data collection methods; Conceptual analytical and evaluative skills to support research and analysis; Ability to apply judgment in the context of assignments given, manage given tasks and respond to 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.

**Qualifications:**

**Education:** A first-level university degree in GIS and mapping, graphic design, information design, data visualization, data science or related field..

**Experience**:A minimum of two (2) years of progressively responsible experience in data visualization, visual communication, information management, data management, GIS and mapping, or other related area, is required. Knowledge of visualization tools such as Adobe Software , PowerBI, Tableau or Qlik and proficiency in the use of GIS software is required. Experience managing information in disaster response or complex emergencies is desirable. Relevant experience within the UN system or an international organisation is desirable.

**Language:** Fluency in English and Ukrainian, (both oral and written) is required. Knowledge of another UN official language is desirable.