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

**Associate Information Management Officer (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 will be responsible for the following duties: *(These duties are generic and may not all be performed by all Associate 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 manages 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:**  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 information management, information systems, social sciences or related field.

**Experience**:A minimum of two (2) years of progressively responsible experience in information management, information systems, web management, data management, geographic information systems and mapping, data visualization, or other related area, 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.