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

Information Management Officer – NOC

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

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

**Coordination:**

* Supports the coordination of the information management working group in accordance with IASC guidance to facilitate humanitarian information exchange and the promotion of data and information standards; engages with counterparts in government to ensure that information activities are coordinated and consistent with national standards and practices; provides training and expertise on the use and development of information management tools and platforms to OCHA staff and humanitarian partners; advocates for the use of data standards and common platforms, and for the open exchange of information.

**Content Management**

* Manages content on relevant web platforms, provides overall 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.

**Data Analysis**

* Designs, develops and manages databases, spreadsheets and other data tools; understands, documents, and ensures the quality of high-value humanitarian data for accuracy, consistency and comparability; consolidates operational information on a regular schedule to support analysis.
* Organizes, designs and carries out the evaluation and analysis of location specific datasets through meaningful statistical techniques; participates in the development and revision of data standards and advises on the application of these standards into local systems and processes; participates in the development, implementation and management of new indicators, together with its accompanying data, to be included in a Common Humanitarian Dataset; 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; provides advice on assessment design to ensure data quality; manages platforms and tools that support data collection and analysis such as KoBo Toolbox and Open Data Kit (ODK).
* Develops and maintains spatial baseline and operational datasets in accordance with relevant standards and guidance; maintains a repository of spatial data and ensures that the data are documented and accessible to all humanitarian partners through local and/or online services.

**Data Visualization**

* Produces and update 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.
* Produces and updates high-quality map products and online services.

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

**Competencies:**

* **Professionalism:** Knowledge and understanding 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, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases; 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& 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:** Advanced university degree (Master’s degree or equivalent) in information management, information systems, social science or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience:** A minimum of five (5) years of progressively responsible experience in information management, information systems, web management, data management, geographic information systems & 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.