



UNITED NATIONS DEVELOPMENT PROGRAMME
GENERIC JOB DESCRIPTION
Internal/External Vacancy Announcement

I. Position Information

- **Job Code Title:** Field Information Management Officer
- **Agency:** UNOCHA
- **Grade :** NOA
- **Duration of Appointment:** One year
- **Duty Station:** xxx
- **Closing date for Application:** xxx
- **Date of Duty:** xxx

II. Background

The mission of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to i) alleviate human suffering and disasters in emergencies; ii) advocate for the rights of people in need; iii) promote preparedness and prevention; and iv) facilitate sustainable solutions.

As part of its operations, OCHA **name of country** produces and delivers a number of information products and services including data coordination, databases and info graphics which inform the humanitarian community in their response to the humanitarian situation in the country.

OCHA is seeking a Field Information Management Officer (IMO) on a one year period to assist in the production and delivery of Information Management products and services. She/He will be part of the **xxx** sub-office, working in close relationship with the Regional Coordinator, the head of the sub-office, the Field Coordination Unit in **xxx** and the Information Management Unit in **xxx**.

III. Duties and Responsibilities

Under the supervision of the Regional Coordinator, and overall direction of the Head of the Field Coordination Unit and the Head of the Information Management Unit, the Field IMO will be expected to support the implementation and maintenance of OCHA's global Information Management Strategy and to:

- Support the Head of the sub-office with data coordination, especially as it relates to sectoral data (eg. Who does What Where and When (4W) data, and assessment data);
- Build/ maintain regular contacts with partners in the **xxx** region, to collect data;
- Compile and update available GIS data (GPS tracking, data from other agencies, etc.)
- Process data (including GIS data) for analysis and mapping;
- Prepare data tables, info graphics/maps and contribute to planning and monitoring reports
- Produce 4W data analysis and present the data using tabular/ graphical representation;
- Work closely with clients to identify their needs and advise on the information products and services that OCHA can offer to enhance their work;
- Develop strong links with other IM staff in the humanitarian community to promote coordination and information-sharing between organisations;
- Participate in coordination meetings to identify information needs and provide technical support;
- Ensure appropriate dissemination of meeting minutes, assessment reports and other information products to relevant partners;
- Maintain contact and distribution lists;
- Any other duties as may be requested by the Regional Coordinator, Head of the sub-office or the Heads of the Field Coordination Unit and Information Management Unit.

IV. UN Competencies

Professionalism

Knowledge of the use of information management in humanitarian response; ability to analyze and articulate the information management requirements of complex situations requiring a coordinated response between disparate actors; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters).

Communication

Excellent communication and training (spoken and written) skills including the ability to convey complex information management concepts and recommendations to staff at all levels, both orally and in writing, in a clear, concise style that can be readily understood by non-information management practitioners.

Teamwork

Works collaboratively with colleagues to achieve organizational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.

Client Orientation

Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; designs solutions and bases recommendations on the principles of usability; establishes and maintains productive partnerships with clients by gaining their trust and respect; 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 clients.

Accountability

Takes ownership of all responsibilities and honors commitments; operates in compliance with organizational regulations and rules; supports subordinates and peers, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

V. Qualifications/ Experience

Education:	<ul style="list-style-type: none">• Advanced University Degree in relevant field
Experience:	<ul style="list-style-type: none">• Minimum of at least two years of progressively responsible experience in information management• Proficiency in MS Office• Proficiency in database development• Knowledge of Adobe Illustrator and Tableau• Knowledge of current GIS software (ArcGIS, Google Earth, QGIS)• Experience working in an international organization desirable
Language Requirements:	<ul style="list-style-type: none">• Fluency in English is required and local language is desirable.