

**United Nations Office for the Coordination of Humanitarian Affairs (OCHA)****VACANCY ANNOUNCEMENT****Database Associate*****Based at East Jerusalem, OCHA oPt***

Salary: Competitive Local United Nation Contract, G-6

Starting date: As soon as possible

The OCHA Office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. The OCHA Office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response thereto and the need for international assistance.

The Database Associate (DA) will be expected to work closely with the Information Management, Research and Analysis, Advocacy, and Field Coordination Units. The DA will contribute to the development and improvement of OCHA oPt's databases by improving and upgrading database documentation, data archiving and data extraction methods and by automating common analysis requests. The DA will ensure that UN OCHA oPt's databases and data-digests provide the best possible functionality and usability to OCHA clients and stakeholders. The DA will also contribute to strengthening and creating new relationships with partner agencies and NGO's. Finally, the DA will ensure that all data, procedures and processes under his (her) responsibility are properly documented according to OCHA standards.

The Database Associate (DA) will work under the direct supervision of the Information Management Unit Manager. The DA will integrate a team of 5 information management specialists working within the fields of GIS, database design, web design and ICT.

**The incumbent is responsible for:**

1. Database development
2. Database maintenance
3. Report production
4. Data analysis
5. Other duties as necessary

**Education:**

Secondary education in one of the following fields:

- i. Information Management;
- iii. Information Systems;
- iv. Database Administration;
- v. Or the equivalent combination of education and experience in a related discipline.

**Work Experience:**

**Minimum of 5-6 years** of progressively responsible experience in Information Management, management experience, or humanitarian affairs; Programming knowledge and experience of database development and management; Proven experience in technical writing and documentation; Strong practical background in Access databases; Practical knowledge of standard software packages (MSOffice–Access–MSVisio–Adobe); Practical knowledge of graphic design techniques, color management and software (Adobe Indesign); Working experience in a development or humanitarian environment is required.

**Languages:** Fluency in spoken and written English, Arabic would be an asset.

For a full description of the post please visit the vacancies section on the OCHA – oPt website indicated below.

Candidates interested in applying for this position should provide the following:

1. A complete Personal History Form (P11) in English providing full details on education, present and past employment, language skills, computer skills, etc. P11 form can be found on OCHA's website below.
2. A short letter in English (max 600 words) explaining why you think you are qualified for this post and why you would like to work for OCHA. Also indicate when you can start work.

**Only qualified candidates should apply and only those who have been short listed will be contacted.**

Please e-mail your cover letter and application (P11) to the following e-mail address: [ochaopt@un.org](mailto:ochaopt@un.org) with the following subject: *Vacancy\_DA followed by your last and first names* (ex: Vacancy\_DA\_AbedSama)

You could also send your application by fax to: (+972) 2-582 5841

**CLOSING DATE FOR APPLICATIONS: 30 April 2008**

Applications received after this date will not be considered. For more information about OCHA-oPt, and to view the full job description and P11 form, please go to: [www.ochaopt.org](http://www.ochaopt.org).



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job Title:  
**Database Associate**

Reports to:  
**OCHA – Head of IMU**

Current Grade:  
**G-6**

Location:  
**United Nations Office for the Coordination  
of Humanitarian Affairs, East Jerusalem**

Starting date:  
**as soon as possible, deadline for  
applications: 30 April 2008**

For applications:  
**Please e-mail your cover letter and  
application (P11) to the following e-mail  
address: [ochaopt@un.org](mailto:ochaopt@un.org) with the  
following subject: *Vacancy\_DA* followed by  
your last and first names (ex:  
*Vacancy\_DA\_AbedSama*)** (all documents can  
be found at [www.ochaopt.org](http://www.ochaopt.org))

### II. Organizational Context

The OCHA Office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response thereto and the need for international assistance.

In order to meet the increased requirements for coordination support, humanitarian advocacy and information, the OCHA Office in the occupied Palestinian territory will improve the capacity of Information Management, Advocacy and information dissemination in the West Bank and the Gaza Strip, amongst humanitarian partners, local and international media, policy makers, governmental and non-governmental actors. The OCHA team will ensure adequate support to area-based operational coordination structures, sectoral coordination in priority areas such as health and food, security, etc., and national level coordination - both operational and policy.

The Database Associate (DA) will be expected to work closely with the Information Management, Research and Analysis, Advocacy, and Field Coordination Units. The DA will contribute to the development and improvement of UN OCHA oPt's databases by improving and upgrading database documentation, data archiving and data extraction methods and by automating to the extent possible, common analysis requests. The DA

will ensure that UN OCHA oPt's databases and data-digests provide the best possible functionality and usability to OCHA clients and stakeholders. The DA will also contribute to strengthening and creating new relationships with partner agencies and NGO's. Finally, the DA will ensure that all data, procedures and processes under his (her) responsibility are properly documented according to OCHA metadata standards.

The Database Associate (DA) will work under the direct supervision of the Information Management Unit Manager. The DA will integrate a team of 5 information management specialists working within the fields of GIS, database design, web design and ICT.

### III. Functions / Key Results Expected

Summary of key functions:

- **Database development**
- **Database maintenance**
- **Report production**
- **Data analysis**
- **Other duties as necessary**

- **Database development**

Play a lead role in the development and production of databases to support the monitoring and archiving requirements relevant to OCHA's coordination, research and advocacy role in the oPt;

Liaise with local and international partners in collaborative monitoring and evaluation projects;

Contribute to the development and implementation of a photo archiving strategy for managing OCHA oPt's digital image assets and accessing them through UN OCHA oPt's website.

Contribute to the migration of UN OCHA oPt's core database from their current formats to MS-SQL Server for accessibility over the intranet. Assist the Associate in Information and Communication Technologies in maintaining the database servers and their accessibility

- **Database maintenance**

Play a lead role in the on-going maintenance, design and development of OCHA's databases to effectively support OCHA's coordination, research and advocacy role in the oPt;

Ensure that correct metadata is appended to the databases and that correct documentation for database procedures is established;

Ensure that user requirements are continually met, accommodating changing circumstances in the field;

Support the focal points of the Library and contact databases in UN OCHA oPt;

Liaise with UN OCHA oPt field staff to ensure that database development, data entry, and data extraction methods provide optimum functionality and usability to stakeholders and OCHA clients;

- **Report production**

Act as focal point for laying out and designing UN OCHA oPt's publications and reports, including document editing and redesign as required by the manager of the Information Management Unit;

- **Data analysis**

Support and participate in analytical work by processing data and information in a suitable format;

Write data queries for analytical purposes using SQL;

Integrate, archive, and extract large datasets for cross referencing and statistical analysis, designing workflows and data collection models where necessary;

▪ **Other duties as necessary**

Promote the collection of baseline data for the drafting of the Consolidated Appeals Process (CAP) and promote the establishment of needs based indicators within the Needs Assessment Framework;

Monitor and train relevant OCHA staff to use databases and simple analytical techniques increasing autonomy and capacity building of OCHA staff;

Promote the adoption of OCHA Information Management tools and techniques by OCHA-oPt staff including, but not limited to the usage of FiDMS;

Contribute to the application of OCHA Metadata Standards and Record-Keeping Policies, including but not limited to the application of metadata standards, project documentation standards and document management conventions.

Maintain a client-oriented approach that ensures the IMU provides high-quality information management services and products to the OCHA office and to members of the humanitarian community;

Together with the other relevant staff of the Office, develop and implement a dissemination strategy for all information products (e.g. reports, data, maps) through, for example, hard copy, stand alone executable programmes, CD-ROMs and websites;

Maintain a close working relationship with Information Management counterparts in partner agencies and organisations;

Any other duties as may be requested by the OCHA Head of Office and IMU Manager.

## **IV. Impact of Results**

The Database Associate will enable OCHA to manage, analyze, archive and retrieve information and indicators related to the humanitarian situation.

In the context of the occupied Palestinian territories, it is crucial to correctly manage and structure information about the humanitarian situation. Storing validated, verified and timely information in a properly designed and managed database is an essential element of this process.

It is expected that the creation of this position will enable OCHA to develop and maintain critical databases, greatly enhancing its reporting, monitoring and analysis of the humanitarian situation. The Database Associate will dedicate part of his (her) time to laying out documents and publications.

The impact will be increased awareness, advocacy, increased coordination and a greater understanding of the situation, its causes and its consequences.

## **V. Competencies**

## **UN COMPETENCIES:**

**Professionalism** – Advanced knowledge of the use of information management to improve the business processes; proven and demonstrable experience in analysis of information and capacity to 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 (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 organisational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.

**Planning and Organising** – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Accountability** – Takes ownership of all responsibilities and honours commitments; operates in compliance with organisational 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.

**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 basis 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 client.

**Judgment/Decision-making** – Identifies the key issues in a complex situation, gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision.

**Commitment to Continuous Learning** – Demonstrated history of keeping abreast of new developments in the field plus a commitment to continuous learning.

**Technology Awareness** – Keeps abreast of available technology; understands applicability and limitations of technology to the work of the Office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

## **VI. Recruitment Qualifications**

Education:	Secondary education in <u>one</u> of the following fields: i. Information Management; ii. Information Technology; iii. Information Systems; iv. Database Administration; v. Or the equivalent combination of education and experience in a related discipline.
Experience:	(1) Minimum of 5-6 years of progressively responsible

	<p>experience in Information Management, management experience, or humanitarian affairs;</p> <ul style="list-style-type: none"> <li>(2) Programming knowledge and experience of database development and management;</li> <li>(3) Proven experience in technical writing and documentation;</li> <li>(4) Strong practical background in Access databases;</li> <li>(5) Practical knowledge of standard software packages (MSOffice–Access–MSVisio–Adobe);</li> <li>(6) Practical knowledge of graphic design techniques, color management and software (Adobe Indesign);</li> </ul> <p>Working experience in a development or humanitarian environment is required. Technical knowledge of MS-SQL server database management and knowledge of the use of GIS in online applications is desirable. Technical knowledge of OCHA Field Information Management tools is desirable. Knowledge of VB.NET, PHP and MySQL is desirable.</p>
Language Requirements:	<p>Fluency in written and spoken English and a strong capacity to write clearly and concisely is essential; fluency in one or more official UN languages is desirable, particularly fluency in Arabic</p>