

## Database and website developer/specialist - SSA

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**DEADLINE FOR APPLICATIONS:** 28 February 2007

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**ORGANIZATIONAL UNIT:** UN Office for the coordination of Humanitarian Affairs

**DUTY STATION:** Jerusalem

**VACANCY ANNOUNCEMENT NUMBER:** Post 3 /2007 /IMU-OCHA

**TYPE OF CONTRACT:** Special Service Agreement SSA

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### United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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#### Background

The Office for the Coordination of Humanitarian Affairs for the occupied Palestinian Territory (oPt) provides timely and comprehensive information on humanitarian issues and relief efforts of UN agencies, PA, NGOs and international institutions.

The Information Management Unit is an integral part of the OCHA office and provides services both internally and externally. The IMU assists in improving the Office's information flow, standardization and security within and between the various offices in Jerusalem and in the WB/Gaza. The IMU provides information management services and products (e.g. database development and mapping) to humanitarian partners in-country, including UN Agencies, NGOs, donors, international organizations and national counterparts.

#### Responsibilities

The post is located in the Jerusalem office. Under the direct supervision of the Information Management Unit IMU manager and the overall supervision of the Head of Office, the incumbent will be responsible for the following duties:

#### Website development

1. Play a lead role in the on-going maintenance, design and development of the local UN OCHA website as well as the corporate website.
2. Conceptualize and create dynamic web pages - draft, edit, design and update web pages as needed and provide specialized design, database and programming assistance in the oversight and maintenance of the materials posted on the UN OCHA website.
3. Identify and implement measures aimed at increasing the site's visibility for search engines to draw visitors to the UN OCHA website.
4. Contribute new ideas for improving the design, quality and timeliness of current issues. Develop ways of communicating messages and transforming it into web based products for humanitarian advocacy.
5. Make OCHA's website database-driven - post OCHA's databases on the website in an intelligent, summarized and dynamic approach for a wider access by the humanitarian community. (Current databases are: Protection of Civilians, Who does What Where, Access and the Socioeconomic).
6. Research original and/or new UN documents and humanitarian materials that may be appropriate for a particular page of the UN OCHA website. Improve the content of the website to support the humanitarian community.
7. Oversee the linking of documents and determine appropriate categorization; monitor latest trends in web design and create new graphic designs to produce attractive and effective web pages using appropriate web authoring tools, graphics applications and techniques.
8. Develop interactive multimedia applications for the web, combining text, graphics, animation, sound and interactivity to create dynamic multimedia products. Develop interactive guides and on line interactive clickable maps, presentations and reports.
9. Assist in selecting photos to accompany OCHA's publications and revise photo captions for photo archive and website posting.
10. Ensure correctness of entries and make corrections as required, editing and updating information as needed; check and

test to ensure multiple browser support.

11. Resolve day-to-day questions in relation to the production process for web pages.
12. Monitor, collect and distribute OCHA's publications ensuring that the editor team Head of office, Research and Advocacy Units are aware of the process of web publications.
13. Monitor and guide the work of staff, interns and volunteers involved with maintenance and enhancement of the website and train them, as necessary, to upgrade their knowledge of relevant software applications.
14. Provide tutoring to staff in the use of remote posting and other database-driven applications.
15. Troubleshoot problems as they arise, consulting, as necessary, with the IT and the IMU manager, Research and Advocacy Units.
16. Analyze monthly statistics on web page usage and report trends.

### **Interactive applications development and database maintenance**

1. **Develop applications to communicate messages** and transform it into web based and stand alone products for humanitarian advocacy.
  - o These applications include:
    - Presentations
    - Guides
    - films
    - 3D features
    - Audi visual materials
    - Multimedia
2. **Packaging and designing reports** – create design templates relating to colors, fonts and report structure. Reports should be designed in an attractive, appealing look with tools embedded in the reports to make the navigation in the report easy. The report should be designed in an interactive approach to help the humanitarian audience to view OCHA's reports.
3. **Maintain databases based on existing OCHA's servers** (or develop if necessary, including user-friendly menu access and reports) to support humanitarian operations. Core databases include:
  - o Who Does What Where
  - o Protection of Civilians
  - o Library database
  - o Contacts
  - o Financial Tracking System
  - o Gaza Access
  - o Socio economic

### **IMU Support**

1. Integrate database updating and reporting forms within the OCHA's web site
2. Support strategic and decision making by processing data and information and presenting it in the format most useful for analysis (e.g. reports, maps);
3. 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;
4. 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;
5. Any other duties as may be requested by the OCHA Head of Office and IMU Manager.

### **Competencies**

Technological Awareness: In-depth knowledge of design and encoding of web pages, using authoring tools such as Dreamweaver and Photoshop; working knowledge of style sheets, Javascript and graphics, PHP, ASP or JSP, animation and multimedia applications software. Commitment to continuous learning: Keep abreast of latest software developments. Professionalism: Knowledge of the UN and how it functions. Planning and Organizing: Allocate appropriate amount of time and resources for completing work; monitor and adjusts plans and actions as necessary; uses time efficiently. Accountability: Take ownership of all responsibilities and honor commitments; deliver outputs for which one has responsibility within prescribed time and quality standards.

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## QUALIFICATIONS

### Education

- Degree in Information Technology IT, information management, webmaster, database administrator or the equivalent combination of education and experience in a related area.
- Candidates with less experience or education than this may be offered the position at a grade lower than that indicated for the post.

For this position, the following qualifications are required:

- Programming knowledge and experience of database development and management;
- Practical knowledge of standard software packages (Microsoft Office system and Adobe suite);
- Developing and designing databases using Microsoft Access integrated with MsSql server, MySql or Oracle.
- Developing WebPages using Microsoft visual studio based on .net framework (asp.net) and PHP.
- Demonstrated ability to manage a diverse team in a complex environment;
- Capacity to extract information/data and to provide analysis based on specific queries;
- Ability to write clearly and concisely in English.

### Work Experience

A minimum of 3 years of increasingly experience in web maintenance, design and development, with proven experience in HTML, databases, PHP, ASP programming and format encoding.

### Languages

For the post advertised, fluency in oral and written English is required.

### Other Skills

Desirable qualifications include:

- Experience working for an operational UN Agency or NGO;
- Programming knowledge of HTML and other web based skills;
- Knowledge of a second UN language would be an advantage.

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**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED**