

## Information Management Unit Manager, National Officer

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DEADLINE FOR APPLICATIONS:	<b>28 February 2007</b>
DATE OF ISSUANCE:	<b>15 February 2007</b>
ORGANIZATIONAL UNIT:	<b>UN Office for the coordination of Humanitarian Affairs</b>
DUTY STATION:	<b>Jerusalem</b>
VACANCY ANNOUNCEMENT NUMBER:	<b>Post 2 /2007 /IMU-OCHA</b>

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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 Head of Office. IMU Manager is responsible for the overall establishment and operation of the Information Management Unit, including providing guidance and supervision to all IMU staff. The IMU Manager also received operational and strategic guidance from the Head of OCHA office, Field Information Support (FIS) and OCHA/NY.

#### Major Duties

1. Work with OCHA Head of Office, to identify key strategic and operational information needs to support effective decision-making and humanitarian response coordination; provide guidance on inter-agency strategies for effective information management (i.e. data collection, analysis, dissemination, etc.)
2. Develop an overall program strategy for the Unit and ensure its effective implementation ensuring that the Unit provides timely and high-quality information products and services;
3. Develop and maintain effective working relationships with senior representatives of UN agencies, donors, governments and local and international NGOs, maximizing the extent to which information and data is shared among humanitarian partners in the affected area;
4. Supervise the strategic and day-to-day management of the project, overseeing content of the IMU website, administrative matters, financial management and other operational issues.
5. Ensure effective management of IMU staff, international and national, including recruitment, training, staff development and regular performance assessments;
6. Provide regular reports (verbal and written) on Unit activities, achievements and challenges to OCHA Head of Office.
7. Conduct regular monitoring and evaluation activities (formal and informal) are carried out to track Unit usage and obtain user feedback on Unit products and services
8. Maximize the extent that information and data is shared among UN agencies and other humanitarian partners in the affected area;
9. Increase awareness of the IMU and, where appropriate, initiate joint activities with relevant institutions and organizations;
10. Represent the IMU through briefings and other activities to the wider humanitarian community and provide

reports on Unit activities as requested;

11. Carry out resource mobilization efforts on behalf of the IMU;
12. Facilitate the identification and implementation of special reports and surveys, support the collection and analysis of information for special reports and surveys and serve as an information resource contact point in the Unit;
13. Any other duties as may be requested by the OCHA Head of office.

### **Competencies**

- ⇒ Professionalism – Good theoretical background in information management and technology. Demonstrable conceptual, analytical and evaluative skills and ability to conduct independent research and analysis, identifying and assessing issues, formulating options and making conclusions and recommendations;
  - ⇒ Planning and organizing – Ability to establish priorities and to plan, coordinate and monitor work plan and the document and records management activity of OCHA as a whole;
  - ⇒ Communication – Demonstrable ability to write in clear and concise manner and to communicate effectively orally. Demonstrated ability to develop and maintain effective work relationships with client groups;
  - ⇒ Teamwork – Demonstrated inter-personal skills and ability to establish and maintain effective working relations.
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## **QUALIFICATIONS**

### **Education**

Advanced degree, preferably in information management, information technology, database administrator, or a related field or the equivalent combination of education and experience in a related area.

### **Work Experience**

A minimum of 5 years of increasingly responsible professional experience, including management experience in humanitarian affairs, emergency relief management, information management, rehabilitation or development, or a related field.

For this position, the following qualifications are required:

- ⇒ Demonstrated experience in understanding and managing information at a strategic level and a clear understanding of how information can be used to improve humanitarian assistance delivery;
- ⇒ Possesses a strong service orientation;
- ⇒ Demonstrated ability to properly prioritize and manage complex operational tasks in a crisis environment;
- ⇒ Excellent inter-personal skills - demonstrated ability to work with Heads of Agencies, donor representatives and senior government officials to build relationships and ensure cooperation;
- ⇒ Ability to write clearly and concisely in English;

Desirable qualifications include:

- ⇒ Knowledge of database development and maintenance or GIS systems;
- ⇒ Knowledge of a second UN language would be an advantage.

### **Languages**

Fluency in spoken and written English.

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