



United Nations Office for the Coordination of Humanitarian Affairs (OCHA)

**VACANCY ANNOUNCEMENT**  
**Head of Information Management Unit**  
*Based at East Jerusalem, OCHA oPt*

Salary: Competitive Local United Nation Contract, NO-C  
 Starting date: As soon as possible  
 Initial length of contract: 1 year, with possibility of extension

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 East-Jerusalem and elsewhere throughout the West Bank and Gaza Strip. The IMU provides information management services and products (e.g. database development and mapping) to humanitarian partners in-country, including UN Agencies, NGO's, donors, international organizations, and national counterparts. The post of the IMU Manager is located in the Jerusalem Office under the direct supervision of the Head of Office. The 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 receives operational and strategic guidance from the Head of Office, Field Information Support (FIS) Services and OCHA New York. Work implies direct contact with the Head of Office, Senior UN Management in Geneva HQ, Local UN Agencies and UN National and International Staff, in addition to Donor Relations Personnel.

**The incumbent is responsible for:**

1. OCHA oPt information technology specialist and network administrator.
2. Hardware and software support for the OCHA oPt office, including FCUs.
3. Focal point for database related projects.
4. Office web support and development.
5. Reporting.
6. Management of the IMU.
7. In addition to any tasks requested by the Head of office.

**Education:** Advanced Degree (Master's), preferably in Information Management, Information Technology, Database Administration, 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 information technology, network administration, web development, information management, database development or a related field.

**Languages:** Fluency in spoken and written English and Arabic, Hebrew 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\_HIMU followed by your last and first names* (ex: Vacancy\_HIMU\_AbedSama)

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

**CLOSING DATE FOR APPLICATIONS: 15 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:  
**Information Management Unit Manager**

Reports to:  
**Head of Office / OCHA**

Current Grade:  
**NO-C**

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

Starting date:  
**as soon as possible, deadline for  
applications: 15 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\_HIMU* followed  
by your last and first names (ex:  
*Vacancy\_HIMU\_AbedSama*) (all documents  
can be found at [www.ochaopt.org](http://www.ochaopt.org))**

### II. Organizational Context

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 East-Jerusalem and elsewhere throughout the West Bank and Gaza Strip. The IMU provides information management services and products (e.g. database development and mapping) to humanitarian partners in-country, including UN Agencies, NGO's, donors, international organizations, and national counterparts.

The post of the IMU Manager is located in the Jerusalem Office under the direct supervision of the Head of Office.

The IMU Manager is responsible for the overall operation of the Information Management Unit, including providing guidance and supervision to all IMU staff. The IMU Manager is a member of the senior management team of the office, and receives operational and strategic guidance from the Head of Office, Field Information Support (FIS) Services and OCHA New York. Work implies direct contact with the Head of Office, Senior UN Management in Geneva HQ, Local UN Agencies and UN National and International Staff, in addition to Donor Relations Personnel.

### III. Functions / Key Results Expected

Summary of key functions:

- Member of the senior management team of the OCHA oPt office.
- OCHA oPt information technology specialist and network administrator.
- Hardware and software support for the OCHA oPt office, including FCUs.
- Focal point for database related projects.

- Office web support and development.
- Reporting.
- Management of the IMU.

1. Function / Expected Results

- OCHA oPt information technology specialist and network administrator.  
Work with OCHA Head of Office and senior management team, 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);  
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;  
Develop and maintain effective working relationships with senior representatives of UN agencies, donors, governments and local and international NGO's, maximizing the extent to which information and data is shared among humanitarian partners in the affected area;

2. Function / Expected Results

- Hardware and software support for the OCHA oPt office, including FCUs.  
Takes the lead and responsibility for the design, development and installation of information systems and initiates testing and proving of applications software;  
Initiates analysis of well-defined modules within the system, develop enhancements and new features to existing systems; may design and implement small, stand-alone systems as needed (e.g. to meet individual user requirements);  
Responsible for maintenance of assigned portions of systems, providing operational support for system's applications, analyzing and implementing system changes/upgrades, etc... ;  
Writes and develops programs to interface with existing systems ensuring data security and integrity; link the developed programs with GIS software;  
Prepares, updates, and maintains system's documentation and related technical/procedural manuals;  
Advises users on the most suitable hardware and software for different tasks;  
Participate with senior staff in assessing and testing new technology;

3. Function / Expected Results

- Focal point for database related projects.  
Advises on new database solutions and database design;  
Acts as focal point for database customization, implementation, maintenance;  
Trains staff in data entry and maintenance.

4. Function / Expected Results

- Office web support and development.  
Identifies needs for updates, program development and graphic design (as needed);  
Researches and advises on suitable solutions to technical website problems;  
Provides support to office network of servers, computers, hardware and internet infrastructure;  
Advises on and provides support to FCU network needs (5 offices);  
Ensures that network and system are updated to ensure that it is secure by using the most current technology;

5. Function / Expected Results

- Reporting.  
Provide regular reports (verbal and written) on Unit activities, achievement and challenges to OCHA Head of Office;  
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;  
Maximize the extent that information and data is shared among UN agencies and other humanitarian partners in the affected area;  
Increase awareness of the IMU and, where appropriate, initiate joint activities with relevant institutions and organizations;  
Represent the IMU through briefings and other activities to the wider humanitarian community and provide reports on Unit activities as requested;  
Carry out resource mobilization efforts on behalf of the IMU;  
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;  
Any other duties as may be requested by the Head of Office;

#### 6. Function / Expected Results

- Management of the IMU.  
Takes the lead in procurement including conducting needs assessment and benchmarks, preparing technical specifications and evaluation criteria;  
Oversees Helpdesk support services in OCHA oPt and Field Coordination Centres;  
Drafts training materials and conduct training sessions and demonstrations of systems for users in OCHA oPt office;  
Ensure effective management of IMU staff, international and national, including recruitment, training, staff development and regular performance assessments;

### **IV. Impact of Results**

Under the direct supervision of the Head of Office and in consultation with the senior management team, the IMU Manager serves as principal focal point for a wide spectrum of IMU related tasks. S/he is responsible for the overall operation of the Information Management Unit, including providing guidance and supervision to all IMU staff. The IMU Manager also receives operational and strategic guidance from the Head of OCHA Office, Field Information Support (FIS) and OCHA NY.

### **V. Competencies**

The following competencies are required for this position. The successful candidate:

- *Corporate Competencies:*
  - Demonstrates integrity by modeling the UN's values and ethical standards;
  - Advocates and promotes the vision, mission and strategic goals of the UN;
  - Displays cultural, gender, religious, racial, nationality and age sensitivity and adaptability;
  - Treats all people fairly without favoritism.
- *Managerial Competencies:*
  - Manages the IMU team by sharing knowledge and experience;
  - Leads technology and web-based database projects;
  - Oversees project implementation with staff, interns and consultants;
  - Cooperates with a variety of partners to coordinate data, integrate products and validate outputs;
  - Actively works toward continuing personal learning.
- *Technical Competencies:*
  - Demonstrates experience in managing information at a strategic level and a clear understanding of how information can be used to improve the delivery of humanitarian assistance;
  - Has strong service orientations;
  - Has a proven ability to prioritize and manage complex operational tasks under tight deadlines;
  - Possesses excellent inter-personal skills;
  - Is capable of working with UN heads of agencies and senior government officials to build relationships and ensure cooperation;
  - Maintains a strong knowledge of database development/maintenance and of windows systems;
  - Is able to write clearly and concisely in English.

## VI. Recruitment Qualifications

Education:	Advanced Degree (Master's), preferably in Information Management, Information Technology, Database Administration, or a related field or the equivalent combination of education and experience in a related area.
Experience:	A minimum of 5 years of increasingly responsible professional experience, including management experience in information technology, network administration, web development, information management, database development or a related field.
Language Requirements:	Fluency in spoken and written English and Arabic, Hebrew would be an asset.