

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

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**VACANCY ANNOUNCEMENT # 2011-003****Database Associate (*National Position*)****Level (ICS-7)****Jerusalem/OCHA oPt**

**Contract:** Fixed Term Contract, ICS-7 (G-7)  
**Duty Station:** Jerusalem  
**Duration:** One year with possibility of extension  
**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. 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, Protection, Advocacy, and Field Coordination Units. The DA will have a lead role in 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 provide the best possible functionality and usability to OCHA clients and stakeholders. The DA will have a major role in the development, management and maintenance of the Who does What Where (3w) system. 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.

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

**The incumbent will be responsible for the following duties:**

- **Focal point for the Who does What Where (3w) system**
- **Database development**
- **Database maintenance**
- **Report production**
- **Data analysis**
- **Other duties as necessary**

**1. Focal Point for the Who does What Where (3w) system**

- Customizing the system vocabularies (Look up tables)
- Conduct regular trainings for sector/cluster members: working closely with sectors/cluster focal points in setting up a schedule for 3W training.
- Database management including : customizing the database as per sector/cluster needs and backup
- Working closely with the IM focal points making sure that the process of data entry is going smoothly.
- Maintaining a contact list for 3W users.
- Maintaining client oriented approach.
- Work with IMU team in order to produce the 3W report that includes maps , charts and tables
- Data quality checking and validation.

**2. 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 migration of UN OCHA oPt's core database from their current formats to MS-SQL Server for accessibility over the Internet.

**3. 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;
- 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;

#### **4. 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;

#### **5. 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;

#### **6. 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.

### **Education:**

Secondary education. University Degree or equivalent in Computer Science, Information Management, Information Technology, Management Information Systems, Information Systems or related field would be desirable but it is not a requirement.

### **Experience:**

5-7 years of progressively responsible experience in Information Management, Information Systems or Database Development or related field.

1. Knowledge and experience in Web application development (VB.net, ASP.NET, XML)
2. Knowledge and experience of database development and management;
3. Proven experience in technical writing and documentation;
4. Strong practical background in Access and MS SQL Server;
5. Practical knowledge of standard software packages (MS Office – Access–MS Visio–Adobe);
6. Practical knowledge of graphic design techniques, color management and software (Adobe Indesign);
7. Working experience in a development or humanitarian environment is required.
8. Experience in using Rapid Application Development (RAD) controls in development (e.g. Telerik, Infragistics etc.)

Technical knowledge of OCHA Field Information Management tools is desirable.

### **Language requirements:**

Fluency in the UN and national language of the duty station.

### **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.

### **How to apply:**

For a full description of the post please visit the vacancies section on the OCHA – oPt website: [www.ochaopt.org](http://www.ochaopt.org)

All applicants are requested to email the completed United Nations Personal History Form (UN-P-11) in English providing full details of education, present and past employment, language skills, computer skills, etc. to the OCHA oPt Office by using the following e-mail address: [hr@ochaopt.org](mailto:hr@ochaopt.org). The UN P-11 form can be found on OCHA’s website: [www.ochaopt.org](http://www.ochaopt.org)

It would be appreciated your stating your full name and the OCHA vacancy notice number (2011-003) as the subject in your e-mail application.

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

**CLOSING DATE FOR APPLICATIONS: 09 March 2011**

Applications received after this date will not be considered.

**Women are encouraged to apply**