

<p>UNITED NATIONS</p> <p>OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS</p> <p>Occupied Palestinian Territory</p>		<p>الامم المتحدة</p> <p>مكتب تنسيق الشؤون الانسانية</p> <p>في الأراضي الفلسطينية المحتلة</p>
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P.O. Box 38712 East Jerusalem
Phone: (972) 2 – 5829962 / 5825853, Fax: (972) 2 – 5825841

Vacancy Announcement

Geographic Information Systems Analyst (GISA)

POSITION TITLE	Geographic Information Systems Analyst
GRADE	Fixed Term Contract, ICS-8 Level (NOA)
DUTY STATION	Jerusalem
DURATION	One year with possibility of extension
SUPERVISOR	Manager, Information Management Unit

1. BACKGROUND

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 Geographic Information Systems Analyst (GISA) will be expected to work closely with the Information Management, Research and Analysis, Advocacy, and Field Coordination Units. The GISA will lead the development and improvement of cartographic outputs, spatial analysis, and the quality of spatial data produced by the Information Management Unit. The GISA will ensure that UN OCHA oPt's map products and spatial analysis provide the best possible functionality and usability to OCHA clients and stakeholders. The GISA will also contribute to strengthening and creating new relationships with partner agencies and NGO's. Finally, the GISA will ensure that all data, procedures and processes under his (her) responsibility are properly documented according to OCHA metadata standards.

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2. REPORTING RELATIONSHIPS

The Geographic Information Systems Analyst will work under the direct supervision of the Information Management Unit Manager. The GISA will be part a team of the information management specialists working within the fields of GIS, database design and development, web design and ICT.

3. ACCOUNTABILITIES

The GISA will be responsible for the following duties:

- 1- Provide the lead within the IMU and OCHA oPt in developing and producing maps and related mapping documents to effectively support the OCHA oPt and the humanitarian community in response coordination;
- 2- Work closely with clients to identify their needs and advise on the GIS products and services OCHA oPt office can offer to enhance their work;
- 3- Develop strong links with other GIS staff in oPt to promote coordination and information-sharing between organizations;
- 4- Participate in sectoral/cluster working groups to identify information needs and provide technical support;
- 5- Identify requirements for spatial analysis and products relevant to activities of the humanitarian community and conduct spatial analysis to produce the desired outputs
- 6- Prepare and distribute maps, report and documents in various formats (hard-copy, digital and web-compatible);
- 7- Liaise with other information providers on spatial data issues;
- 8- Assist members of the Geographic Information community with large-format printing and other services for which they do not have their own resources;
- 9- Manage OCHA oPt map store and product catalogue;
- 10- Assist the Associate Website and Database Developer in developing interactive mapping applications for the UN OCHA oPt website;
- 11- Any other duties as may be requested by the IMU Manager.

4. QUALIFICATIONS:

- a) **Education:** MA Degree in GIS, Remote Sensing, or related field with 2 years of relevant experience; OR

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BA Degree in GIS, Remote Sensing, or related field with 4 years of relevant experience.

b) Experience:

1. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and experience in handling of web based management systems.
2. Strong practical background in GIS and cartography, including the knowledge of current GIS software: ArcGIS: ArcInfo, ArcView.
3. Proven experience in GIS training for capacity development and on-job training;
4. Proven experience in GIS project management and evaluation of existing GIS projects;
5. Practical knowledge of standard software packages (MS Office– MS Access– MS Visio –Adobe Acrobat);
6. Practical knowledge of graphic design techniques, colour management and software (Adobe Indesign);

c) Language: Fluency in the UN & National language of the duty station.

d) Other skills: 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.

5. UN COMPETENCIES:

- a) 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).

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- b) 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.
- c) Teamwork – Works collaboratively with colleagues to achieve organisational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.
- d) 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.
- e) 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.
- f) 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.
- g) 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.

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- h) Commitment to Continuous Learning – Demonstrated history of keeping abreast of new developments in the field plus a commitment to continuous learning.
- i) 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 indicated below.

All applicants are requested to email the following documents to the OCHA oPt Office by using the following e-mail address: hr@ochaopt.org.
Alternatively, applications can be sent by fax to: (+972) 2-582 5841

1. Cover letter, in English (max 300 words) explaining why you think you are qualified for this post and why you would like to work for OCHA.
2. 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.

The UN P-11 form can be found on OCHA's website: www.ochaopt.org

It would be appreciated you stating your full name and the exact job title as the subject in your e-mail application.

All posts are subject to availability of funds.

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

CLOSING DATE FOR APPLICATIONS: 04 July 2009

Applications received after this date will not be considered.