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**VACANCY ANNOUNCEMENT # 04-10-006**

**Information Management/GIS Associate (*National Position*)**  
**Level (SB3/3)**  
**Jerusalem/OCHA oPt**

<b>Contract:</b>	Service Contract, SB3/3
<b>Duty Station:</b>	Jerusalem
<b>Duration:</b>	Six months with possibility of extension
<b>Starting Date:</b>	As soon as possible

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**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.

The Information Management/ GIS Associate (IMGISA) will be expected to work as part of the Information Management Unit and closely with the Research and Analysis, Advocacy, and Field Coordination Units. The IMGISA will contribute to the development and improvement of cartographic outputs, spatial analysis, and the quality of spatial data produced by the Information Management Unit especially for Gaza Strip. The IMGISA will ensure that UN OCHA oPt's map products and spatial analysis provide the best possible functionality and usability to OCHA clients and stakeholders. In addition, the IMGISA will provide IM support to clusters/sectors mainly through maintenance of the Who does What Where (3w) system.

The Information Management/GIS Associate will work under the direct supervision of the Information Management Unit Manager and with daily collaboration with the OCHA Gaza team. The IMGISA will be part a team of the Information Management specialists working within the fields of information management, GIS, database design and development, web design, graphic design and ICT.

## **Accountabilities**

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Within limits of delegated authority, the GIS Associate will be responsible for the following duties:

### **GIS cartographic production:**

- (a) Produce maps and related mapping documents to effectively support the OCHA oPt – Gaza office and the humanitarian community in response coordination

### **GIS Data Production and Spatial Analysis:**

- (b) Update GIS layers, provide map analysis and map production. This will involve digitization of aerial photos and geocoding .
- (c) Convert GPS data into GIS layers for map production and GIS analysis.

### **Information Management (IM) support to clusters/sectors in Gaza**

- (d) Responsible for following up with organizations in Gaza to fill out data in the system
- (e) Quality check of Gaza data and following up with partner organizations to adjust data if necessary
- (f) Work closely with the IMU 3W team to enhance and develop the 3w outputs (maps, charts, tables etc.) based on cluster/sector needs in Gaza.

### **GIS database management:**

- (g) Contribute to the maintenance, design and development of the GIS databases of the Gaza Strip
- (h) Contribute to archiving mission geographic data and maintain minimal data preparedness datasets using OCHA Metadata standards.
- (i) Ensure that correct metadata is appended to the geographic datasets produced.

### **Other responsibilities:**

- (j) Promote the adoption of OCHA Information Management tools and techniques by OCHA-oPt staff.
- (k) Contribute to the application of OCHA Geographic Information Management Policies and Record-Keeping Policies, including but not limited to the application of metadata standards, project documentation standards and document management conventions.
- (l) Maintain a client-oriented approach that ensures high-quality information management services and products

## Qualifications

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**Education and Experience:** University degree in one of the following fields:

- Geographic Information Systems / Science;
- Remote Sensing
- A related field

And 2 to 3 years of progressively responsible experience in GIS (GIS systems integration, GIS modelling, geographic terrain analysis, remote sensing, mapping, GPS, geospatial related technologies)

**Skills and Knowledge:**

1. Strong practical background in GIS and cartography, including the knowledge of current GIS software: ArcInfo , ArcView.
2. Proven experience in GIS project management and evaluation of existing GIS projects;
3. Practical knowledge of standard software packages (MS Office– MS Access –MS Visio –Adobe Acrobat);
4. Practical knowledge of graphic design techniques, colour management and software (Adobe Indesign);
5. Other skills: Working experience in a development or humanitarian environment is preferable. 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.

**Language Requirements:** Fluency in the UN and National Language of the Duty Station.  
Fluency in Hebrew is desirable.

## UN Competencies

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1. **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).

2. **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.
3. **Teamwork** – Works collaboratively with colleagues to achieve organizational goals; places team agenda before personal agenda; supports and acts in accordance with final group decision.
4. **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.
5. **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.
6. **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.
7. **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.
8. **Commitment to Continuous Learning** – Demonstrated history of keeping abreast of new developments in the field plus a commitment to continuous learning.
9. **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:**

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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 (04-10-006) 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: 10 July 2010**

**Women are encouraged to apply**