


Vacancy announcement		
UN JPO Programme		
<i>JPO in Information Management</i>		
<i>United Nations Secretariat, Office for the Coordination of Humanitarian Affairs (OCHA), Country Office in Ethiopia</i>		Closing Date 24 February 2019, 6pm EST
<u>Vacancy Announcement 18P215</u>		
I General information		
Title:	JPO in Information Management	
Sector of Assignment:	Humanitarian Affairs	
Country:	Ethiopia	
Location (City):	Addis Ababa	
Agency:	United Nations Secretariat, Office for the Coordination of Humanitarian Affairs (OCHA), Country Office in Ethiopia	
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years	
Grade:	P2 step 1 in the first year	
<p>Note: This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to candidates with the Dutch nationality. Candidates MUST HAVE THE DUTCH NATIONALITY TO APPLY. For general information on the Dutch JPO Programme please visit the website of the Nedworc Foundation: http://www.nedworcfoundation.nl/NL/JPO/General%20Information.htm</p> <p>Please read the criteria and FAQ section carefully before applying.</p>		
II Duties, responsibilities and Output Expectations		
General		
<p>The objective of this JPO post is to support the work of OCHA Ethiopia to mobilize and coordinate international humanitarian response to address the needs of affected people in partnership with government, United Nations and NGO partners.</p> <p>Within delegated authority, the JPO in Information Management will be responsible for the following duties:</p> <ul style="list-style-type: none"> • Assist in the collection, management, analysis and dissemination of data and information to support early warning and early action, including the creation and dissemination of information tools and products such as datasets, spreadsheets, reports, charts, and infographics • Provide advice on assessment design to ensure data quality • Manage platforms and tools that support data collection and analysis such as KoBo Toolbox and Open Data Kit (ODK) • Analysis of assessment results through statistical analysis and visualization • Assist in assessment and needs analysis activities, including humanitarian needs overviews, secondary data reviews, situation analyses and multi-cluster initial rapid assessments 		

- Provide support to clients, including OCHA colleagues, staff of UN agencies and non-governmental organizations, government counterparts and local populations
- Perform other related duties, as required

Results Expected: Programme objectives are supported through access to data, information and related analysis and information products.

III Training component: Learning elements and expectations

On completion of the assignment, the JPO will have/be able:

- Engage in structured collection, management and analysis of humanitarian data
- Summarize what is known about humanitarian situations, actors, response, etc.
- Discover and explain associations or cause-effect relationships between different attributes, factors and events
- Examine the significance of a problem or topic of interest
- Produce various analysis outputs of use in humanitarian settings
- Write assessment reports

The JPO Programme includes the following learning elements:

- Possibility to participate in the orientation programme for Junior Professional Officers in Turin scheduled to take place in September 2019.
- Possibility to participate in the Organization's learning and development programmes for staff at all levels. Programmes are aimed at developing core values, core and managerial competencies and promoting a shared organizational culture and values
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor:

Head of Information Management Unit

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor. There will be regular meetings with the supervisor to discuss activities and progress towards the work plan.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance. The JPO will have regular meetings with his/her supervisor.

V Required Qualifications and Experience

Education:

Advanced university degree in information management, information systems, statistics, humanitarian action, disaster management, social science or related field.

Working experience (incl. internships (50%) and volunteering (50%):

Minimum 2 to maximum 4 years of relevant working experience in information management, disaster management, humanitarian action, needs assessments, early warning, evaluation, statistics or other related area.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required.

Other skills:

Advanced skills in Microsoft Excel are required. Knowledge of KoBo Toolbox, Open Data Kit (ODK), and statistical software are desirable.

Key competencies:

Professionalism

- Demonstrates professional competence and mastery of subject matter, including theories, concepts and approaches relevant to the management of information
- Shows pride in work and in achievements
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results
- Is motivated by professional rather than personal concerns
- Shows persistence when faced with difficult problems or challenges
- Ability to remain calm and work under pressure in highly stressful environments (e.g. conflict and natural disasters)

Client Orientation

- Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view
- Establishes and maintains productive partnerships with clients by gaining their trust and respect
- Identifies clients’ needs and matches them to appropriate solutions
- 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

Teamwork

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

VI Background information on Agency/Department/Section

OCHA mobilizes and coordinates principled international humanitarian response to address the needs of affected people in partnership with government, United Nations and NGO partners. OCHA Ethiopia is headed by a Head of Office with a Deputy Head of Office. There are six units that include Coordination, Field Coordination, Humanitarian Financing, Information Management, Strategic Communication and Admin and Finance. Each of the units is headed by an International staff. The Information Management Unit where the JPO will be based, comprises six National staff and one International staff.

The JPO will be closely working with colleagues in the Information Management Unit, colleagues from other units in OCHA Ethiopia, operational partners and clusters within the humanitarian community, and government counterparts.

VII How to apply

Applicants should submit their application electronically directly to the Organization. Candidates who would like to apply should do so **online** via <https://www.un.org/development/desa/jpo/jpo-vacancies/>

Applications must be received no later than COB **24 February 2019, 6pm (Eastern Time UTC-5, New York USA)**. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter for further assessment.

Evaluation of qualified candidates may include a written assessment exercise followed by competency-based interviews.