

REQUEST FROM OCHA
FOR AN ASSOCIATE EXPERT
JOB DESCRIPTION
INT-160-10-P033-01-V

Candidates who would like to indicate their interest should do so by e-mail only at tcrcruit@un.org. Applications must be received no later than 30 June 2011.

Applicants are requested to attach their Personal History Statement and a motivation letter.

Please, indicate the VA Number in the subject heading of your e-mail.

This vacancy is open to Candidates from Developing Countries Only

1. General Information

Title: Associate Expert in Humanitarian Mapping
Sector: Office for Coordination of Humanitarian Affairs
ReliefWeb Section, Communication and Information Services Branch
Duty Station: New York, USA
Duration: Initially one year with the possibility to extend up to 3 years
Level: PI or P2 step I the first year, depending on the level of education and experience

Note: this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to candidates from developing countries (see for criteria the website of the Netherlands Ministry of Foreign Affairs

http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme

2. Supervision

Title of the supervisor: Information Analyst/Cartographer

Content and methodology of the supervision: On-the-job training on humanitarian information management through web publishing and related services. The Associate Expert will receive practical, hands-on induction and daily guidance thereafter through open communication with team members.

3. Duties, responsibilities and output expectations

The Associate Expert will play an important role in enhancing ReliefWeb's services in facilitating analysis for humanitarian action, and will be an integral part of the team that takes a highly successful service to the next level. Specifically, the Associate Expert will:

- In response to the onset of natural disasters and complex humanitarian emergencies, create maps and other graphical products that rapidly provide visual summary of situations to highlight and complement related information on the ReliefWeb site;
- Take editorial decisions in locating, selecting and prioritizing maps and other graphical products, and publish them on the ReliefWeb site;
- Acquire, organize and maintain geographical and related data that support analytical products;
- Liaise with partners to improve and promote ReliefWeb products and services, and participate in initiatives to enhance understanding of humanitarian issues through mapping and data visualization;
- Participates actively in conceptualization, design and development of policies, products, services and workflow as ReliefWeb implements its Strategic Business Plan.

4. Qualifications and Experience

Qualifications: Bachelor degree and 3 years of relevant experience or Master degree and preferably 2 years of relevant experience in information management, geography, cartography, geographic information systems (GIS), earth sciences, or related field or equivalent combination of a degree and work experience. Good understanding of humanitarian issues, online publishing/journalism and web technologies.

Language: Fluency in oral and written English and effective communications skills are essential; working knowledge of another official UN language is an advantage.

UN competencies: Professionalism; commitment to continuous learning, client orientation, technology awareness, teamwork.

Work experience: With a Bachelor degree at least 3 years of relevant experience in cartography, GIS, data visualization. Demonstrated working knowledge of graphics design, multimedia authoring tools, Web standards, and data management. Sound knowledge of global geography, international politics and conflict, and current affairs.

Other Desirable qualifications: Knowledge of, and work experience related to humanitarian issues and developing countries. Basic knowledge of the institutions of the UN system.

5. Learning Elements

Training is a key component of the JPO Programme. This assignment offers an ideal entry into the professional humanitarian community through broad exposure to major humanitarian issues and key stakeholders. Placement at OCHA headquarters offers opportunities for interaction with global partners as well as regional and field offices.

In addition to the on-the-job guidance and training, the JPO Programme will ensure:

- Daily exposure to humanitarian mapping methodologies and practices at the highest level
- Registration for potential emergency deployment through the OCHA Emergency Response Roster (ERR)
- Training opportunities offered by OCHA, including Humanitarian Field Coordination Programme (HFCP)
- Other training and networking opportunities offered in humanitarian issues and mapping
- Mentoring by senior ReliefWeb and OCHA staff

At the end of the assignment, the Associate Expert will have:

- An overview of humanitarian situations, key stakeholders and issues especially in the Asia/Pacific region.
- Knowledge and experience of advanced information management and web publishing practices
- State-of-the-art skills in humanitarian mapping, a highly-sought competency in field operations
- Contact with key humanitarian organizations in the Asia/Pacific region
- Experience of a major business development process of a mission-critical project

6. Background information

ReliefWeb is a source for timely, reliable and relevant humanitarian information and analysis. To help those engaged in humanitarian action make sense of humanitarian crises worldwide, we constantly scan thousands of sources and ensure the most relevant content is readily available on ReliefWeb, or delivered through preferred channels ([RSS](#), [e-mail](#), mobile phone, [Twitter](#) and [Facebook](#)). We also produce specialized maps and graphics to illustrate important humanitarian situations and issues, including those that risk being overlooked. In addition, we list job and training opportunities to help match the supply and demand for skills and expertise in the aid sector.

Significant improvements will be made to ReliefWeb in 2010. Investments in our technology and editorial management will ensure easier access to relevant humanitarian information and an improved job and skills marketplace. Our plans also include a professional forum and network, through which users can link with colleagues and the global humanitarian community to exchange information and expertise. Upgrades to ReliefWeb will also ensure it can host or integrate applications that support humanitarian work. 'ReliefWeb Apps' will provide access to important databases and applications, many of which our

partners have developed. For more details, please see our [business plan for 2010](#). We welcome feedback on our [community forum](#).

The ReliefWeb section is situated within the Communications and Information Services Branch (CISB). The ReliefWeb team coordinates closely with other sections and units within the branch, particularly the Audio and Visual Media Unit (AVMU) and external partners working in the humanitarian mapping / data visualization field.

7. How to Apply

Candidates who would like to indicate their interest should do so by e-mail only at tcrecruit@un.org. Applications must be received no later than 30 June 2011. Please, indicate the VA Number in the subject heading of your e-mail. Applicants will receive a confirmation of receipt. Applications received after this date will not be considered.

Applications must include a letter of motivation and the United National Personal History Statement. This form can be downloaded from <http://esa.un.org/techcoop/associateexperts/index.html>.

Should you encounter any difficulties in downloading the Personal History Statement, you may contact tcrecruit@un.org.