



Junior Professional Officer (JPO) Information Management Officer at P2 level, Khartoum, Sudan

I. Overview

Through USAID's Bureau for Humanitarian Assistance (USAID/BHA), the United States sponsors qualified U.S. citizens for employment in the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) Junior Professional Officer (JPO) Program.

You must be a U.S. citizen to apply.

Application Deadline:

July 15, 2022, 5:00 p.m. EDT

Application instructions below
in Section VIII.

These fully funded JPO positions strengthen the humanitarian coordination capacity of OCHA, and further encourage U.S. citizens to become active members of the international community. After completing their JPO assignments, a number of JPOs successfully compete for positions at OCHA and in other international and non-governmental organizations.

II. General Information

Title: Information Management Officer

Organization/Office: OCHA/Communication and Information Management

Duty Station: Khartoum, Sudan

Date Required: As soon as possible

Duration: One year (with possible extension for another year)

III. Duties, Responsibilities, and Output Expectations

The role includes full-spectrum information management support within the OCHA Sudan office.

Coordination:

- Establish and maintain an information management network to facilitate humanitarian information exchange and the promotion of data and information standards at the field level and with Khartoum, Nairobi, and Headquarters.
- Work with clusters and humanitarian partners to ensure a smooth transition of information tools and services and delivery of common services and products.
- Engage with counterparts in government and liaise with humanitarian partners and donors to ensure delivery of solid situational analysis.



- Provide expert training on the use and development of information management tools and platforms to OCHA staff and humanitarian partners.

Data Management:

- Design, develop and manage databases, spreadsheets and other data tools; understand, document, and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability;
- Consolidate operational information on a regular schedule to support analysis.
- Support assessment and needs analysis activities, including humanitarian needs overviews, secondary data reviews, preliminary scenario definitions and multi-cluster initial rapid assessments; 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).

Visualization:

- Produce and update information products such as reports, charts and infographics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials.

IV. Supervision

Establishment of a Work Plan: During the first month of the assignment, JPO will work jointly with his/her direct supervisor (the Head of Communication and Information Management Unit) 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.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance.

V. Qualifications and Experience

Education:

A Master's degree or equivalent in information science, information systems, social science, data management, engineering, or related field is required. A Bachelor's degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.



Work Experience:

A minimum of one year of progressively responsible experience in information management, geographic information system (GIS), remote sensing, data management, or related area is desirable.

Languages:

English and French are the working languages of the United Nations (UN) Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is an advantage.

UN Competencies:

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; 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; Remains calm in stressful situations.

TECHNOLOGICAL 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.

COMMITMENT AND CONTINUOUS LEARNING: Keeps abreast of new developments in own occupation/profession; Actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve.

Workforce Diversity:

The UN believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

VI. Learning Elements

On completion of the assignment, the JPO will be able to:



- Perform a broad range of information management tasks to UN standards including preparing and running data collection surveys, cleaning, analyzing and presenting data, creating dynamic and static dashboards.
- Learn how to work with humanitarian actors from a range of backgrounds and organizations.
- Demonstrate good understanding of humanitarian coordination and the information management processes for an effective analysis of humanitarian needs and responses.

VII. Background Information

The position is located in OCHA Sudan office, in the Communications and Information Management Unit. OCHA Sudan has eight sub offices. This position will be supporting information management activities covering the whole Sudan office, with possible visits to field locations.

OCHA is the part of the UN Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA also ensures there is a framework within which each actor can contribute to the overall response efforts. OCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to alleviate human suffering in disasters and emergencies; advocate for the rights of people in need; promote preparedness and prevention and facilitate sustainable solutions.

VIII. Application Instructions

You must be a U.S. citizen to apply.

The JPO Program selection process is carried out jointly by USAID/BHA and OCHA.

To apply please send the following to BHA.JPOCoordinator@usaid.gov:

1. completed UN Personal History Statement (PI I) (see link below);
2. resume (CV) and;
3. cover letter to explain your interest in this position.

Please state which position you are applying for in the subject line of your email. If you wish to apply for multiple USAID/BHA-sponsored JPO positions, please complete a Personal History Statement (PI I) for each position and submit these to us in separate emails with the appropriate subject heading.



Application Details:

Please complete the UN Personal History Statement (PII) thoroughly. The PII provides the opportunity to include all required information in one document, including your professional work experience and references. Please attach a cover letter to explain your interest in the position and interest in working with the UN, along with a general resume. The PII has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

- The PII must be completed in English only. [You can find the PII form at USAID/BHA Jobs website.](#)
- You may leave the signature/date sections blank at this time. If selected for a JPO position, you will then need to submit a signed version.
- Do not submit a photograph.
- Incomplete applications will not be considered.

Application Deadline: Friday, July 15, 2022, 5:00 p.m. Eastern Daylight Time (EDT)

For more information please consult the Frequently Asked Questions:

https://bhajobs.net/files/resources/FAQ_JPO.pdf