



United Nations

*Job Description for Positions requiring official secondment
from national governments of Member States of the United Nations Organization*

Post title and level	Information Management Officer (P3)
Organizational Unit	United Nations Mission for Justice Support in Haiti (MINUJUSTH)
Duty Station	Port au Prince
Reporting to	Chief Technical Services Section
Duration	1 year (contract termination may be earlier than the stipulated period of the contract based on the availability of funding)
Deadline for applications	31/08/2017

United Nations Core Values: Integrity, Professionalism and Respect for Diversity

RESPONSIBILITIES:

Under the overall guidance and supervision of the Chief Technical Services Section (HNP Capacity Building pillar), the incumbent will give his/her technical expertise as required to monitor the HNP database development projects, make sure the works are being implemented as per HNP Strategic Development Plan 2017-2021 and will be responsible for closely liaising with the local counterpart IINP) in accordance with the United Nations rules, regulations, and Mission Mandate. Specifically, the incumbent will be responsible for the following substantive tasks:

- Responsible for overseeing, in coordination with the HNP counterparts, the implementation of works for the HNP specific project and maintains the necessary and appropriate means in monitoring progress of works according to contract schedules, specifications and project plans.
- Assists the HNP with implementing and maintaining information management tools to collect information and data for subsequent analysis (both quantitative and qualitative) in all relevant areas.
- Assists HNP with: developing specific IT tools (data tracking and visuals, mapping, etc.) for intelligence use; managing and updating the databases; ensuring internal coordination of data processing by IINP intelligence staff; incorporating monitoring and evaluation requirements into the database in keeping with the mission's overall reporting requirements; incorporating adequate security safeguards to ensure integrity of data and information.
- Assist the HNP counterparts to developed secure and interoperable databases that meet IINP requirements.
- Support in tracking and resolving database related incidents and requests,
- Support in enhancing IINP counterpart capacities in service related reports (e.g: database backups, maintenance, monitoring) on a weekly basis to ensure service related issues are identified and resolved.
- Responding to database related alerts and escalations and coming up with strategic solutions to recurring problems.
- Prepares quantitative and qualitative reports and presentations.
- Performs other duties as required.

COMPETENCIES:

- **Professionalism** – Hands on knowledge and experience in field of Information Technology, especially in designing and developing the data base for Intelligence entities. Shows pride in work and in achievements. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.
- **Judgment/decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organization. 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. Makes tough decisions when necessary.
- **Planning & Organizing** – Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

QUALIFICATIONS:

Education: Graduation from Police College or Academy or other recognized law enforcement educational/training institution is desirable. Advanced university degree in computer science/programming/database design or related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of at least five years of progressively responsible experience in information and communications technology, information management and analysis, database design, implementation, and maintenance or related area. Prior experience working in multi-dimensional analysis, Intelligence, Operations is desirable. Prior working experience in conflict or post-conflict related issues or in a conflict or post-conflict environment is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (oral and written) is required. Knowledge of French and/or Creole is desirable.

Preference will be given to equally qualified women candidates.

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