

Terms of Reference

Vacancy No.:	VA-044-2021-SC	Issue Date:	01 April 2021
		Closing Date:	09 April 2021 (midnight)
Post Title:	Information Management Officer	Type of Contract/ Level:	SC10
Duration:	8 Months	Duty Station:	UN-HABITAT Iraq Programme Office, Baghdad

Background

The United Nations Human Settlements Programme (UN-Habitat) is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

UN-Habitat has been active in Iraq since 1996 under the Oil for Food Programme. After 2003, UN-Habitat was largely engaged on early recovery efforts, particularly on support to internally displaced persons (IDPs) through shelter provision and reconstruction efforts. Current portfolio of UN-Habitat Iraq includes both developmental programmes, such as providing technical support to upgrade building codes and developing capacities of government officials for better urban planning, and humanitarian programmes such as providing shelter and water, sanitation and hygiene support to IDPs and promoting urban recovery of areas affected by conflict.

In partnership with the Ministry of Planning, UN-Habitat developed a “*Main National Platform for Construction and Development*”, which aims to improve the performance and responsiveness of the Government of Iraq in planning, implementing and monitoring recovery and reconstruction activities in the liberated areas. The Platform was launched officially in March 2019, hosted in and operated by the Ministry of Planning with the technical support of UN-Habitat. The Platform enables the Government of Iraq and international community to coordinate and plan their projects effectively, avoiding overlapping interventions. This Platform also supports the Government to demonstrate its transparency and commitments in the implementation of the recovery, resilience and reconstruction projects.

Taking into consideration UN-Habitat’s experience in developing and operating the “*Main National Platform for Construction and Development*” as well as lessons learned from these initiatives, UN-Habitat will develop and operate a new SDGs Monitoring Platform in close collaboration with the Ministry of Planning, the relevant governorates and other UN agencies – especially UNDP, who is supporting the Government of Iraq to implement the SDGs as the lead UN development agency – throughout the project. This will include design of the new Platform, establishment of information collection mechanism, and monitoring of the new Platform operation. Capacity development of the counterparts in the Ministry of Planning and the relevant governorates and cities through dedicated training sessions on key topics and on-the-job training is also an essential component of the project.

Duties and Responsibilities

Under the supervision of the Head of UN-Habitat Iraq Programme and Project Manager of the SDGs Monitoring Platform, the **Information Management Officer** will be responsible for the following tasks:

- Serve as UN-Habitat focal point in the Ministry of Planning to coordinate and liaise with stakeholders including the government counterparts, other UN agencies, NGOs and implementing partners to establish and to operate a mechanism to collect information related to SDGs.
- Assist development and design the SDGs Monitoring Platform.
- Train government counterparts on manage and operate the SDGs Monitoring Platform.
- Collect and collate data related to SDGs on the SDGs Monitoring Platform.
- Collect other contents data (reports, media communications and activities) for the SDGs Monitoring Platform. Attend coordination meetings and other relevant meetings on behalf of UN-Habitat to gather and share information and updates on relevant activities.
- Develop proposal for mechanism to collect information related to SDGs.

<ul style="list-style-type: none"> • Ensure documentations of materials relevant to project implementation, such as data, maps, project information, etc. • Prepare and submit progress report on project activities on a weekly basis and/or as instructed. • Perform other related duties as required.
UN Core Values and Competencies
<p>Professionalism: Sound analytical and problem-solving skills, plus ability to handle a range of equipment used in communication.</p> <p>Teamwork: Ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.</p> <p>Planning & Organizing: Ability to work with minimal supervision, under the pressure of frequent and tight deadlines often in difficult and demanding conditions.</p> <p>Communication: Excellent communication (spoken and written) skills and demonstrated ability to explain UN security policies and procedures.</p> <p>Technology Awareness: Proficiency in computer software applications (Word, Excel, access and Power Point), use of office and radio communication equipment.</p> <p>Client orientation: Professional and courteous attitude and demonstrated ability to work effectively in a stressful environment. Receptive towards client needs. Understands that those provided services are clients and seek to see things from a client perspective. Maintains tact and diplomacy at all times.</p>
Skills, Qualifications and Experience
<ul style="list-style-type: none"> ▪ Advanced university degree (Masters) in <u>computer science</u>, <u>software engineering</u> or other relevant fields is required. First University degree (Bachelor) with 7 years of qualifying experience, may be accepted in lieu of the advanced university degree. • Minimum of 5 years of relevant experience after receipt of the required academic qualification in the relevant field is required. • Experience in web designing, development languages and coding are required. • Experience in managing platforms and big databases is desirable. • Experience in coordination, liaison, information collection and analysis are required. • Experience in working with government institutions at national and local level is required. • Capable of working in a team and undertaking initiative to ensure smooth relations and open communication within the team and with partners is required. • Experience within the United Nations common system will be an advantage. • English and French are the working languages of the United Nations. For this position fluency in English and Arabic languages (both oral and written) are required;
Submission of Application
<ul style="list-style-type: none"> • Interested candidates should complete the attached UN Personal History form (P.11) and forward it electronically to: jobs@unhabitatiraq.org no later than the deadline. • Please indicate in the subject line of your application the post and vacancy number of the post.

Notes:

- Preference will be given to equally qualified women candidates.
- Only short-listed candidates will be notified.
- Iraqi nationals will be preferred for this post.

UN-Habitat gives paramount consideration in ensuring the highest standards of efficiency, competence and integrity in its recruitment process of personnel. To ensure fairness and transparency, selection of candidate will be made on a competitive basis through a selection panel.

UN-Habitat does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). UN-Habitat does not concern itself with information on bank accounts.