



UNITED NATIONS DEVELOPMENT PROGRAMME - JOB DESCRIPTION

I. Position Information		
Job Title: Information Management Officer Department: XXX Reports to: Early Recovery WG Coordinator.	Grade Level: P2 (IPSA or IC as an option) Bureau: XXX Direct Reports: XXX	Position Number: 1 Position designation: With no mobility requirement; Possibility of working remotely internationally Duty Station: Jerusalem, Israel
Career Track: Professional/Expert Career Stream: Information Management Contract Modality: P2 Contract Duration: 1 year renewable as per availability of fund		

II. Background and Organizational Context
<p>UNDP operates in a world of polycrisis where there has been a steep increase in sudden onset crises over the past few years, across all regions. Addressing the multiplicity of challenges will require a stronger emphasis on development investments from Day One of sudden onset crises, enabling countries to do more in the early days, recover faster and avoid the risk of long-term dependence on humanitarian assistance.</p> <p>To this end, the UNDP Crisis Bureau (CB) and the Bureau for Policy and Programme Support (BPPS) have developed Early Recovery Packages (ERPs) to support COs in Crisis Programming and implementation. The implementation of the ERP will ensure that critical programmatic interventions are delivered to crisis-affected populations. To support the roll out of these ERPs, CB in collaboration with the Bureau for Management Services have also developed operations and programmatic special measures that will accelerate the delivery UNDP’s crisis programming. To fulfil this mandate of responding quickly and effectively, UNDP is committed to investing in developing reliable capacities that can be rapidly deployed to COs.</p> <p>. UNDP continues to play a key coordination role in the early recovery, reconstruction and development response, complementary to the humanitarian response, through Early Recovery Working/Coordination Groups, bringing together UN agencies, international and national NGOs, governments, and local actors to ensure early recovery efforts are aligned with national strategies and embedded within broader humanitarian and development frameworks. This approach fosters a more cohesive, agile, and sustainable response by the one UN family—one that is both accessible and responsive to the needs of countries and teams on the ground.</p> <p>An Early Recovery Coordinator/Advisor was deployed by CB to support UNDP PAPP and RCO with the ER strategic and operational planning at the UNCT/PMT level in view of the launch of the UN Palestine Recovery Trust Fund (UNPRTF) in April 2026, in preparation of the coordination of ongoing and planned early recovery interventions at the Gaza level.</p>

The Information Management Officer plays a key role in supporting early recovery efforts by collecting, analyzing, and managing critical data to inform decision-making. Working closely with the Early Recovery Working Group Coordinator, the officer ensures timely and accurate information collection and dissemination, facilitates coordination among partners, and develops data-driven solutions to enhance response efforts. By maintaining robust data systems and supporting capacity-building initiatives, the officer strengthens UNDP's ability to implement effective, evidence-based interventions in crisis-affected settings.

Under the direct supervision of the Early Recovery WG Coordinator and working as part of the Information Management team in close coordination with UNDP PAPP and the working group members, the Information Management Officer will be responsible for conducting his/her tasks.

III. Position Purpose

The Information Management Officer (IMO) plays a vital role in collecting, analyzing, and presenting information to enable evidence-based decisions for effective working group responses and preparedness.

IV. Key Duties and Accountabilities

1. Data Collection and Analysis

- Gather, analyze, and manage data on affected populations, identifying needs, gaps, and available resources to inform decision-making.
- Develop and maintain sector-relevant databases, including the ERL 4Ws (Who does What, Where, and When), ensuring timely updates.
- Provide support to team members to establish a system for collecting gender and social inclusion related disaggregated data, impact stories and results that benefit males, females, persons with disabilities, gender and sexual minorities, other marginalized, vulnerable groups.
- Support data-driven decision-making by identifying spatial and temporal gaps, overlaps, and coverage of activities.
- Assist in designing data collection tools and methodologies, ensuring clear, actionable data for ERL sector analysis.
- Maintain an inventory of relevant datasets, including demographic, geographic, and financial data, tracking sector contributions and shortfalls.
- Support accurate reporting and data visualization through interactive dashboards, maps, and charts for ERL sector operations.

2. Information Dissemination:

- Develop and regularly update information management products, such as contact directories, mailing lists, and 3W databases.
- Support timely information sharing among stakeholders, maintaining internal communication mechanisms in collaboration with UNDP IM offices.
- Manage information processes related to the Humanitarian Programme Cycle (HPC), and inter-sector coordination.

3. Coordination Support

- Facilitate working group meetings at various levels, prepare agendas, document minutes, and ensure that action points are addressed promptly.
- Collect and synthesize relevant information from working group, partners, and field-level activities to inform working group operations and highlight gaps.
- Maintain and update interactive dashboards to ensure regular contributions from partners.

4. Capacity Building:

- Provide support to design and deliver training sessions for working group partners on data collection, analysis, and reporting mechanisms to enhance overall information management capacity.
- Assist in working group training, assessments, and preparedness activities.
- Support the development of preparedness and response measures, including sector-wide assessments and technical training.
- Liaise with UNDP M&E and information management officers to enhance the working group's overall operation.

5. Contribute to the mainstreaming of Gender Equality and Social Inclusion (GESI) throughout project interventions:

- Support the team members to establish a system for collecting gender and social inclusion related disaggregated data, impact stories and results that benefit males, females, persons with disabilities, gender and sexual minorities, other marginalized, vulnerable groups
- Assist in develop and manage an information management platform to collect and analyse partner data, ensuring the ability to disaggregate information by age and gender for more targeted and inclusive reporting.
- Advise in creating a safe working environment by developing respectful and safe organizational culture and supporting practices.
- Strictly Comply with the policies, strategies, code of conduct, guidelines on Prevention of Sexual Exploitation and Abuse (PSEA).
- Strict compliance with the UNDP applicable rules, regulations and policies related to ethics and integrity.

Supervisory/Managerial Responsibilities: The international IMO will supervise and train a UNDP national IM assistant based at the Gaza field level.

V. Requirements:

In this section, describe the qualification requirements of the position.

Education

- Advanced university degree (master's or equivalent) Geographic Information Systems (GIS), Information Management, Statistics, Social Sciences, or a related field. With 2 years of relevant experience or
- A bachelor's degree with 4 years of relevant experience may be considered.

Experience, Knowledge, and Skills

- A minimum of three years of practical experience in information management and database development, with a focus on managing data generated by humanitarian actors is required.
- Experience in monitoring, evaluation, and survey design required.
- Experience in emergency response and familiarity with the Early recovery coordination system are highly desirable.
- Experience in (early) recovery and familiarity with UNDP and result groups under the Program Management Team (PMT) are highly desirable.
- Proficiency in data management software (e.g., MS Excel, Access), geographic information systems (GIS), KoBo, and experience with database design and management is highly desirable. Familiarity with web design and programming is beneficial.
- Practical knowledge and experience in promoting GESI for evidence-based policy formulation and advocacy is desired.
- Fluency in written and spoken English is required; knowledge of another UN language is an asset.

Expected Demonstration of Competencies

Core : Full list of UNDP Core Competencies can be found [here](#)

Achieve Results:	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Think Innovatively:	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
Learn Continuously	LEVEL 2: Go outside comfort zone, learn from others and support their learning
Adapt with Agility	LEVEL 2: Adapt processes/approaches to new situations, involve others in change process
Act with Determination	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
Engage and Partner	LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
Enable Diversity and Inclusion	LEVEL 2: Facilitate conversations to bridge differences, considers in decision making

Cross-Functional & Technical competencies

Thematic Area	Name	Definition
Business Direction & Strategy	Negotiation and Influence	<ul style="list-style-type: none"> Ability to reach an understanding, persuade others, resolve points of difference, gain advantage in the outcome of dialogue, negotiate mutually acceptable solutions through compromise and create win-win situations
Digital & Innovation	Data Analysis	<ul style="list-style-type: none"> Ability to extract, analyze and visualize data (including real time data) to form meaningful insights and aid effective decision making.
Digital & Innovation	Data Privacy & Digital ethics	<ul style="list-style-type: none"> Knowledge of ethical usage of digital technology (e.g. AI, robotics, automation) and data. Ability to assess ethical implications when using, combining or sharing data, when building or implementing AI systems, and when advising on robotisation and automation etc. Ability to design privacy protocols to ensure data is protected and used for legitimate purposes without unnecessary privacy risks.
Digital & Innovation	<ul style="list-style-type: none"> Data Collection 	<ul style="list-style-type: none"> Being skilled in Data Sorting, Data Cleaning, Survey Administration, Presentation and Reporting including collection of Real-Time Data (e.g. mobile data, satellite data, sensor data).
2030 Agenda: People	<ul style="list-style-type: none"> Gender 	<ul style="list-style-type: none"> Gender Mainstreaming

VI. Keywords

Data Collection & Analysis
 Humanitarian Data Standards
 Data Security & Protection
 Needs Assessment & Gap Analysis