

United Nations JPO Programme



TERMS OF REFERENCE 18P217

JPO (Associate Expert)

I. General Information

Title:

JPO in Humanitarian Affairs and Data Policy

Sector of Assignment:

Humanitarian Affairs

Organization/Office:

United Nations / United Nations Office for the Coordination of Humanitarian Affairs

Duty Station:

The Hague, the Netherlands

Non-Family Duty Station: No

Duration:

1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor:

Senior Programme Manager and Lead for the Centre for Humanitarian Data

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor 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.

Weekly Stand-Ups and Regular Project Meetings: The JPO will participate in the weekly Data Policy team meetings to set priorities and review progress on key duties/responsibilities. The JPO will be invited to join regular project meetings related to his/her specific area(s) of focus.

Monthly Team Meetings: The JPO will participate in all monthly full team meetings convened by the Lead of the Centre to stay connected to the different teams and identify additional opportunities for collaboration.

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

III. Duties, Responsibilities and Output Expectations

- Assist in the distribution and adoption of OCHA's Data Responsibility Guidelines throughout the organization.
- Develop tools & templates on good data practices for use by field colleagues and to share with partners.
- Provide remote support to OCHA field colleagues in adapting tools and templates for use in specific operational contexts.
- Contribute to the development of training materials related to data responsibility.
- Deliver training through online and in-person forums that contribute to an improved understanding of data responsibility.
- Contribute to publications, including blogs and case studies, to inform audiences about progress in building more responsible data practices across OCHA.
- Contribute to donor reporting, including, where applicable, for the Government of Luxembourg, for these activities as needed.
- Represent OCHA and the Centre in meetings, trainings, workshops, and conferences.
- Take part in Centre team meetings as required.
- Assist the OCHA Centre for Humanitarian Data in establishing a collaboration with the Government of Luxembourg in predefined areas of common interest.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's or equivalent) in international law, international humanitarian law, human rights, computer science, cyber security or any relevant area to the post.

Work experience:

At least one year of experience that should include:

Knowledge of international law;

Knowledge of issues related to data policy and data responsibility;

Knowledge of digital data processing tools/methods and related security practices;

Ability to analyze, draft and synthesize is required.

Desirable experience:

Experience in project management is preferred;

Experience in training and capacity development is an advantage;

Experience in the humanitarian sector is an advantage.

Languages

Proficiency English is required (both oral and written). Knowledge of a second UN language is an advantage.

Other skills:

Working knowledge of Microsoft Office Suite.

UN competencies:

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; and tailors language, tone, style, and format to match the audience.

Teamwork: Works collaboratively with colleagues to achieve organizational goal; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; builds consensus for task purpose and direction with team members; supports and acts

in accordance with final group decisions, even when such decisions may not entirely reflect own position; and shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and 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; and uses time efficiently.

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; and shows willingness to learn new technology.

V. Learning Elements

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

- Assess risk related to data processing in the humanitarian sector.
- Provide logical, pragmatic guidance on complex scenarios related to the use of digital data in humanitarian action.
- Write assessment reports.
- Formulate guidance documents and related tools & templates to support data responsibility.

VI. Background Information

OCHA is the part of the United Nations 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 effort.

OCHA's mandate stems from General Assembly (GA) resolution 46/182 of December 1991, which states: "The leadership role of the Secretary-General is critical and must be strengthened to ensure better preparation for, as well as rapid and coherent response to, natural disasters and other emergencies." To this end, it also establishes the role of the Emergency Relief Coordinator (ERC), who works with the Secretary-General and the Inter-Agency Standing Committee (IASC) in leading, coordinating and facilitating humanitarian assistance. OCHA is the office that provides support to the ERC and the Secretary-General to meet the leadership and coordination responsibilities charted in GA resolution 46/182.

OCHA coordinates humanitarian action to ensure crisis-affected people receive the assistance and protection they need. It works to overcome obstacles that impede humanitarian assistance from reaching people affected by crises, and it provides leadership in mobilizing assistance and resources on behalf of the humanitarian system. OCHA is not an operational agency directly engaged in the delivery of humanitarian programmes, and its added value is as an honest broker, facilitator, thought leader and global advocate, providing support to the humanitarian system. In fulfilling its coordination mandate, OCHA is guided by the humanitarian principles of humanity, neutrality, impartiality and independence.

In December 2017, OCHA established the Centre for Humanitarian Data in The Hague, the Netherlands. The Centre is focused on increasing the use and impact of data in the humanitarian sector. The Centre's services are available to humanitarian partners and OCHA staff in the field and at Headquarters.

The Centre is focused on four areas: 1) data services; 2) data literacy; 3) data policy; and 4) network engagement. The vision is to create a future where all people involved in a humanitarian situation have access to the data they need, when and how they need it, to make responsible and informed decisions.

The main outcomes the Centre wants to see include:

- **Speed of data:** We want to speed-up the flow of data from collection to use. We want to shift from using outdated information to understand humanitarian crises to having data that reflects a current day, real-time understanding of a crisis.
- **Connections in the network:** We want to increase the number of partners who are connected to the Centre and each other through a shared data infrastructure and shared data goals.
- **Increased use:** We want to make sure data is used better and more often by the people who are making critical decisions in a humanitarian response. We need to make sure data and related insights are accessible to non-technical people.

Data Policy

OCHA's role as data aggregator offers us a unique perspective into the multiple dataflows that exist within a crisis response and the many ways data is collected and processed. The Centre's data policy work is focused on developing guidance, processes and practices for how OCHA handles data as the coordinator of humanitarian response. The Centre also provides advice to different stakeholders on data responsibility and data security.

Humanitarian organizations collect, process, and use increasingly large volumes of data. This data can include personal, community or demographic information about affected people that enables the identification and tracking of individuals or groups. The disclosure of sensitive data in humanitarian response can lead to already vulnerable people and communities being further harmed or exploited.

The Centre released a working draft of the OCHA Data Responsibility Guidelines in March 2019 to help staff navigate the technical and ethical aspects of working with humanitarian data. The Guidelines offer key actions, outputs, and tools across the steps in the data management process, including secure transfer methods, appropriate data storage and proper destruction of data. In 2019, the Centre supported a number of OCHA country offices to pilot the Guidelines. The Centre is now revising the Guidelines based on lessons learned through the field testing.

To complement the Guidelines, the Centre is working with a range of partners to publish a series of eight guidance notes on Data Responsibility in Humanitarian Action. Through the series, the Centre aims to provide additional guidance on specific issues related to data responsibility in practice. This series is part of a two-year project that runs from January 2019 – December 2020 and is supported by the Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO). In addition to developing practical guidance on topics of common interest, the Centre works to build trust through dialogue by convening conversations about data responsibility and related issues within its global network.

The Centre is also now leading an open process to develop joint system-wide operational guidance on data responsibility in humanitarian action. The resulting document will be submitted for endorsement by the IASC in late 2020.