



<b>Position:</b>	<b>Cleared by ROs and classified by HRD/HQ</b>
<b>Position Title:</b>	Information Management Officer
<b>Grade:</b>	P3
<b>Unit/Team:</b>	
<b>Major Office:</b>	<b>WCO</b>
<b>Duty Station:</b>	Multiple duty stations
<b>Organization:</b>	<b>HQ/WHE WHO's Health Emergencies Programme</b>
<b>Nature of Position:</b>	
<b>CCOG Code:</b>	
<b>First Level Supervisor:</b>	<b>Information Management Team Lead</b>
<b>Second Level Supervisor:</b>	<b>Incident Manager</b>

## **1. Background and Justification**

### **\* Purpose of the Position**

In the context of the WHO Health Emergencies Incident Management System (IMS), at the country level, the incumbent will serve as the focal point for incident data management system, oversee the collection, collation, management and analysis of data relevant to the emergency incident, aggregate the relevant information in the form of narrative text, maps and graphics for use in decision-making, health sector situation reports, donor reports, and other relevant documents.

### **Objectives of the Programme and of the immediate Strategic Objective**

The mission of WHO's Health Emergencies Programme (The Programme) is to help countries, and to coordinator international action, to prevent, prepare for, detect, rapidly respond to, and recover from outbreaks and emergencies.

### **Organizational context (Describe the individual role of incumbent within the team, focusing on work environment within and outside the organization)**

Reporting to the Information Management Team Lead, under the overall guidance of the Incident Manager and Head, WHO Country office, and working closely with counterparts at the respective Regional Office and HQ, the incumbent will have front line responsibility for data Management activities at the country level. He/she will collect, triangulate, compile relevant information pertaining to the emergency incident, ensuring their reliability and accuracy. He/she will have ongoing contacts with national authorities, other UN agencies, health cluster partners, INGOs, etc. to facilitate the collection and dissemination of related data.

### **Summary of Assigned Duties (Describe what the incumbent has to do to achieve main objectives; include main achievements expected):**

During deployment, the duty station may change, and duties may be modified, based upon the technical needs of the Programme.



1. Manage the incident databases (cases and contacts) including content, structure, file location, backup system.
2. Collect, collate, manage and analyse data from all partners; aggregate the relevant health related information such as mortality and morbidity, location of hospitals, primary health care units, other health care facilities, etc. and transform it into narrative text, maps and graphics to enable strategic planning and decision-making.
3. Aggregate and maintain information from technical teams, field offices and partners including contact lists, event specific information (what, where, who, how many, how quickly, current status), health indicator data, health situation data, health response data, etc.
4. Develop tools to harmonize data collection and processes across WCO and field offices to facilitate consolidation of information. Respond to specific information requests from the technical teams and partners, ensure dissemination of information and knowledge sharing with all partners.
5. Provide country-specific and aggregate intercountry information to the relevant WCO websites, manage email boxes and share points, as required.
6. Provide technical expertise during interagency initiatives, related to information and data management, seeking to improve information sharing between institutions, to strengthen access to information from other organizations and clusters, and to contribute to intersectoral dashboards and reports.
7. Verify data quality (completeness, timeliness), identify gaps in health information management, recommend corrective actions and prepare relevant documents to include in project proposals, internal and external situation reports (SitReps), bulletins, health risk assessments, health needs overviews (HNO), and strategic response plans (SRP), etc.
8. Participate in any other activity that may be required in connection with the incident data management and perform any other incident-specific related duties, as required by the functional supervisor.

## **2. Recruitment Profile**

### **Competencies: Generic**

**Describe the core, management or leadership competencies required - See WHO competency model - list in order of priority, commencing with the most important ones.**

1. Communication
2. Teamwork
3. Moving forward in a changing environment
4. Promoting innovation and organizational learning.
5. Respecting and promoting individual and cultural differences

### **Functional Knowledge and Skills**

#### **\* Describe the essential knowledge and the skills specific to the position**

- Demonstrated knowledge of information management and monitoring systems as related to



emergency response and relief operations.

- Proven skills in the field of statistical data collection, assessment, analysis and monitoring in a public health context.
- Advance ability to design, manage, analyse and coordinate complex information system projects, computer-based applications and databases, web-based tools

### **Education Qualifications**

#### **\* Essential**

First university degree in information or data management, computer sciences, statistics, applied math or public health, complemented by training in databases development and/or management from an accredited/recognized institute.

#### **Desirable**

Post graduate degree in public health, qualitative surveillance or statistics.

#### **Experience**

#### **\* Essential**

At least five years' relevant experience combined at the national and international levels in data and/or information management, including experience in emergency operations or humanitarian context.

#### **Desirable**

Prior emergency disaster and health outbreak response or humanitarian working experience at field level, with WHO/UN agencies, health cluster partners, recognized humanitarian organizations or with an international nongovernmental organization.

### **3. Use of Language Skills**

Excellent knowledge of English or French (depending on the country of assignment). Working knowledge of another WHO official language would be an asset.

#### **Other Skills (e.g. IT)**

- Excellent knowledge of Microsoft Office applications.
- Working knowledge of online data collection applications, statistical analysis packages (Stata, SPSS, etc).
- Good knowledge of database and GIS programmes (e.g. ArcView).