

Terms of Reference for Emergency Information Management Officer

JOB TITLE: Emergency Information Management Officer

JOB LEVEL:

REPORTS TO: Coordinator/Specialist

SUPPORTS: WASH Sector partners with information needs

DUTY STATION:

DURATION:

Background

The ongoing political crises, which initially started off as peaceful demonstrations, is now affecting the whole country, with significant impact on women and children. Children's access to education, health, water and sanitation services has been disrupted in many areas and towns.

Responsibility for Sector Information Management (IM)

The *IASC Generic Terms of Reference for Cluster/Sector Leads at the Country Level* includes a requirement for ensuring appropriate IM for an effective and coordinated intra-cluster/sector and inter-cluster/sector response.

The *IASC Guidance on Responsibilities of Cluster/Sector Leads and OCHA for Information Management* details, as part of these cluster/sector lead responsibilities, that as cluster lead agency need to appoint an Information Management focal point(s) who should have sufficient expertise and an ability to work with different partners and clusters/sectors, and allocate the necessary human and financial resources for Information Management to ensure this.

Rational/Importance

IM in a coordinated emergency response as it improves the capacity of stakeholders in analysis and decision-making through strengthened collection, processing, interpretation and dissemination of information at the intra and inter-cluster/sector level. Information and information management is, in this sense, the foundation on which decision-making for a coordinated and effective response is based.

Strong IM, carried out in support of coordination processes will support relevant actors to work with the same or complementary information and baseline data when making decisions. Properly collected and managed data during emergencies can furthermore support in early recovery, recovery and disaster preparedness activities. Information Management is therefore both a time critical intervention to support timely evidence based decision making in the cluster/sector, but is also a responsibility and an accountability by its agreement to the *IASC Guidance on Responsibilities of Cluster/Sector Leads and OCHA for Information Management*

Purpose and Role

The Information Management Officer (IMO) is one of the core **Sector/Cluster Coordination team** members and plays a vital role in collecting, analysing, and sharing information that is important for the stakeholders to make informed (evidence based) strategic decisions on:

1. the needs of affected populations
2. the prioritization of these areas according to sector indicators
3. where there is a need for sectorial partners and to what degree
4. what are the key gaps in activity and need
5. what capacity (human, material, financial) exists to be used in support of the identified prioritised response needs

The IMO therefore supports the Sector/cluster Coordinator by supporting the sector/cluster with the data and information required to make programmatic decisions.

As such, the IMO needs to be able to liaise and communicate with many different types of people and agencies and act as a 'bridge' between Sector decision makers and technical IM staff. Fundamental to the job is the ability to present information in a way that is easily understood by the sector/cluster members and the management. Sometimes this is through graphic means such a mapping but also through tables, charts, and narrative writing. Other times it involves discussing the information directly with the decision makers to make important interpretations on the findings.

Key Responsibilities and Tasks

General

- Report to the Sector Coordinator and respond to the Sector Membership's needs for information; work under the guidance and direction of the sector coordinator.
- Provide IM services to sector/cluster for key decision making. These services will include data collection, collation, analysis, dissemination processes relevant to the needs of the a sector/cluster, including maintaining 4Ws and map production. This may require building additional and appropriate capacity through the training of staff members of the sector partners.

Data Gathering, Tools and Process

- Proactively gathering of information from sector partners, government authorities, and local civil society organizations which may be of use to the sector/Cluster for informing decisions, including movement of population, locations of IDP centers, sector partners etc.
- Identify secondary data and information resources prior to deployment for rapid onset emergency response as appropriate
- Adapt appropriate existing IM tools including those available in-country (including from other clusters) and global level
- Identify barriers for information collection, collation, analysis and sharing and work with the sector coordinator to develop appropriate supportive strategies which includes convincing agencies of the purpose and importance of collecting and sharing data/information by providing a timely, added value service to all stakeholders

Needs Assessment

- Needs Assessment: as appropriate, design of data collection forms, ensuring that the purpose and use of all data collected is clear, questions are simple, clear, collectable and easily collatable, highlighting where potential problems might arise; organize and manage the data input and initial analysis and presentation of data for the sector/cluster;

Monitoring

- Contact directories of sector humanitarian partners using format agreed with national **Information Management Specialist;**
- Who does What Where When (4W) database and derivative products, such as maps
- Needs and gap identification for the sector;
- Inventory of relevant common Cluster/Sector data sets, including population data disaggregated by age and sex;
- Development of simple, user-friendly emergency sector monitoring reporting formats in consultation with the local authorities, providers of sector assistance and other key stakeholders
- Data on the humanitarian requirements and contributions (financial, material, human – as appropriate)

Dissemination and Access to Information for Stakeholders

- Inventory of relevant documents on the humanitarian situation, i.e. mission reports, assessments, evaluations, etc;
- Develop simple and effective methods to share information in an appropriate way (ie not all stakeholders have access to the same type of information systems) using internet, e-mail groups, hard copies, verbal feedback at sector/cluster coordination meetings and dissemination to affected communities as part of accountability to affected populations; consider translation into local languages as appropriate.

Mapping

- Maps of 5W, sector resources, needs, Gaps per location

Information Management Intra and Inter-Cluster Liaison

- Liaise with OCHA and IM Focal Points in other sector/clusters – share information as appropriate and identify and gather information from other sector/clusters which can inform sector response and preparedness decisions
- work with OCHA to establish the systems and processes needed for effective information sharing with sector/cluster partners related to inter-cluster coordination
- Liaise with local and national authorities on data – particularly to assess and access existing information
- Liaise with UNICEF Monitoring and Evaluation experts to gather and share information – especially for background data and sources of information in-country

Training and capacity building of sector partners

- Promote and support training of other UNICEF staff, sector partners, Gov and humanitarian personnel and capacity building of humanitarian partners, as required.

Other

- Any other tasks that may be required (within reason) to achieve the objective of this assignment

Candidate Profile:

Common Minimum Requirements

- Degree-level qualification or equivalent. Preferably, the degree should be in a relevant field or discipline such as WASH, geographic sciences, humanitarian affairs, political science,

Information Technology, Information Systems, Engineering, Architecture, or Communications although experience can replace qualifications

- Minimum of 5 years of relevant experience
- Willingness and ability to work in often stressful time-critical situations
- Ability to work in English required, with working-level proficiency in Russian
- Cultural and Gender awareness and sensitivity

Technical Skill sets

Essential Technical Skills:

- Strong knowledge of Excel and preferably MS Access or other databases.
- Understanding of GIS/Cartographic outputs and ability to collect and organize data to support their production (potentially to be produced by others);
- Ability to present information in understandable tables, charts and graphs

Other Technical Skills that are considered desirable:

- Ability to maintain and manage website content for the cluster
- Data storage and file management expertise
- Assessment, Survey, and Monitoring and Evaluation expertise
- Communications and technical writing using both graphic and narrative presentations
- Information Technology and networking skills
- Experience in web design and programming
- Knowledge of ArcGIS or other mapping software an advantage.
- Knowledge of Visual Basic/macros a plus

Managerial/Communications Skill sets

Essential Managerial Skills

- Good communication and interpersonal skills.
- Able to manage and work in or with a multidisciplinary team of IM practitioners
- Good written and oral presentation skills

Other Technical Skills that are considered desirable in a Manager:

- Assessment, Survey, and Monitoring and Evaluation expertise
- Knowledge of Excel and preferably MS Access
- Knowledge of ArcGIS or other mapping software
- Data storage and file management expertise

Only short-listed candidates will be contacted.

UNICEF does not charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of UNICEF are fraudulent and should be disregarded.