

# Job Title: Information Management & Reporting Officer\_CST I\_ Various location

Requisition ID 569445 - Posted - Short Term Monthly - Africa, Central & Eastern - Cen.African Rep - Bangui - (French; English) - INFORMATION MANAGEMENT & REPORTING

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<b>JOB TITLE:</b>	<b>Information Management Officer (IMO) for Food Security Cluster/Sector</b>
<b>TYPE OF CONTRACT:</b>	Regular Consultant
<b>UNIT/DIVISION:</b>	Security Cluster
<b>DUTY STATION (City, Country):</b>	Various locality, CENTRAL AFRICAN REPUBLIC
<b>DURATION:</b>	11 MONTHS
<b>CLOSING DATE:</b>	22 March 2023

## BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

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

1. Food security needs and geographic areas of affected populations
2. Location and activity of Food Security actors
3. Key gaps in activity/program coverage and response overlaps
4. Existing capacity (human, material, financial) to be utilized in support of the identified response needs
5. Monitoring of the response against the HRP (and other response plans) and other set indicators

The IMO reports to the Food Security Cluster Coordinator (FSC-CC) and responds to the FSC Membership's needs for information. The FSC IMO is responsible for the day-to-day management of the FSC IM database and products, under the technical guidance and support of the IM team at the Global FSC (GFSC). The IMO needs to be able to liaise and communicate with a wide range of stakeholders and acts as a 'bridge' between food security decision makers and technical information management (IM) staff.

Fundamental to the job is the ability to design (and/or adapt) the right tools to collect and analyze data as well as to present information in a way that is easily understood by the FSC members and external audience (i.e. graphic means such a mapping but also through tables, charts, and narrative writing).

## ACCOUNTABILITIES/RESPONSIBILITIES:

Under the direct supervision of Head of security cluster, the Consultant will be responsible for the following duties:

- Support the HNO preparation: work with the FSC-CC and members to calculate FSC Pin and severity; provide FS contributions for intersectoral analysis (based on JIAF) including participating in the analysis of the severity of needs and intersectoral Pin definition;
- Support the development, together with the FSC-CC and in consultation with cluster partners, of the FSC response plans, strategy and log frame (e.g. HRP), including definition of targets and financial requirement, and FSC HPC online system for project submission;
- Support in the periodic monitoring of the response against the FSC response plans, strategy and logframe;
- Develop and maintain database about FSC partners' activities (both ongoing and planned), ensure accurate data processing, including data cleaning and beneficiary counting system
- Analyse the collected data, identify major gaps in terms of geographic locations, population groups (e.g., IPC phases) and well as levels of assistance (e.g., full vs partial rations). Ensure analysis of planned interventions to facilitate operational coordination and identify areas for increased advocacy and fundraising
- Ensure that the information and analyses are visualised and shared through appropriate IM / communication tools and channels: static and interactive dashboards, bulletins / newsletters, sitreps, PPT for partners meetings and donor roundtables, etc.
- Put in place a funding tracking system within the FSC, so as to have up-to-date and reliable information on funding of FS activities (on top of FTS data if / as needed)
- Develop a calendar of FS-related assessments, compile an inventory (registry and repository) of available assessments and provide FSC partners (and IPC/CH where applicable) with a list of available information/data with respective sources on a regular basis (e.g. common Cluster / Sector data sets, including population data disaggregated by age and sex, assessments and other surveys such as EFSA /CFSAM/SMART, IPC/CH);
- Responsible for FSC "admin": create and maintain Contact directories and mailing lists, maintain updated FSC country and the FSC Humanitarian Response webpages with all relevant material; Create and maintain the country FSC SharePoint space; Assist in organizing FSC Meetings and working groups (if applicable), share agenda, produce minutes etc.
- Conduct capacity building for FSC partners on IM (e.g. on monitoring / reporting formats, indicators, project submission, excel use);
- Together with the FSC-CC, support GFSC initiatives, e.g. CCPM (Cluster Coordination Performance Monitoring), global cluster annual overview, global dashboards, etc.;
- Liaise with OCHA and IM Focal Points in other clusters, attend IM Working Group meetings or other relevant WG meetings; Support FSC-CC in coordinating with other clusters, highlighting joint responses in dedicated IM products if/as needed

## Deliverables/outputs

- Mandatory IM products on a regular basis: 5Ws database, Partners Presence Map, Response Dashboards, Gap Analyses (Reached vs Targets – people and quantities; planned activities vs targets / Pin), Funding Analysis
- HPC datasets, as relevant (e.g., Pin and targets)
- Contact directory and mailing list
- Assessments' calendar, registry and repository
- FSC meeting presentations and minutes
- FSC country webpage - up-to-date
- FSC country SharePoint space
- IM annual workplan and/or strategy
- Handover report (including explanation of IM procedures) with shared folder with documents at the end of the assignment

## QUALIFICATIONS & EXPERIENCE REQUIRED:

- **Education:** University Degree-level qualification or equivalent – preferably in Statistics, Economics, Data Management, GIS and other related field. Willingness and ability to work in difficult environments, in often stressful time-critical situations. Formal training in Cluster IMO / previous Cluster experience or multi-stakeholder coordination experience (e.g. consortium) is desirable.
- **Experience:** Minimum of 3 years of experience in data management and visualization\*. Experience in humanitarian context is mandatory and experience in food security-related topics is highly desirable.

<b>Knowledge &amp; Technical Skills:</b>	Results Focus Teamwork Communication Building/maintaining Effective Relationships Knowledge Sharing Cultural and Gender awareness and sensitivity
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**Essential Technical Skills:**

Strong knowledge of and experience in using advanced Excel for database management  
Knowledge of data visualization and mapping (e.g., ArcGIS, QGIS, or any other mapping tools, PowerBi, Tableau, etc.)  
Ability to present information in understandable tables, charts and graphs.  
Ability to maintain and manage website content for the cluster.  
Data storage and file management expertise.  
Other Skills that are considered desirable:  
Data analysis using statistical software (e.g., R, SPSS, etc.)  
Assessment, Survey, and Monitoring and Evaluation  
Information Technology for website management

**Languages:**

Working knowledge of English and knowledge of another official UN language (with working-level proficiency in French, Spanish or Arabic desirable);

**OUR VALUES**

- **Integrity**
- **Collaboration**
- **Commitment**
- **Humanity**
- **Inclusion**

**Qualified women and people with physical impairments are strongly encouraged to apply.**