

UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

JOB TITLE: WASH Cluster Information Manager JOB LEVEL: Level 3 REPORTS TO: WASH Cluster Coordinator (based in Port-au-Prince) LOCATION: Outposted to Panama, LACRO	JOB PROFILE NO.: ____ CCOG CODE: ____ FUNCTIONAL CODE: ____ JOB CLASSIFICATION ____
PURPOSE OF THE JOB <p>UNICEF is the Cluster Lead Agency for the WASH Cluster, the Nutrition Cluster, Child Protection , and co-lead for the Education Cluster and GBV Sub-Cluster. UNICEF is establishing a talent pool of Information Managers (IMs) across the five sectors.</p> <p>The IM is a core Cluster Coordination team member. The purpose of this post is to manage the collection, analysis and sharing of information that is important for the Cluster participants to make informed (evidence based) strategic decisions.</p>	
RESPONSIBILITIES <p>Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results:</p> <ul style="list-style-type: none"> Respond to the Cluster participants' needs for information. Adapt existing in-country IM approaches for collecting, analysing and reporting Cluster activities and resources, and identifying information gaps. Establish and maintain information databases that consolidate, analyse and report/disseminate information critical to decision making. Maintain monthly reporting from Cluster participants, including 5Ws ('Who does What, Where, When and for Whom?' databases). Support the estimation of spatial and temporal gaps, overlaps and coverage of Cluster activities and projects. Work with Cluster participants to identify information gaps at national and sub-national levels and propose ways to bridge those gaps Work with the OCHA IM Specialists to develop appropriate supportive strategies. Use GIS mapping for map production and geographic data management Adopt and promote the use of global standards for IM for inter-operability. Manage flows of information and dissemination in an appropriate way, including website management. Manage an inventory of relevant documents on the humanitarian situation and cluster response. Support the development and analysis of needs assessment and monitoring programmes Provide IM leadership in assessments and monitoring, including joint assessments and training. Lead on the preparation of SitRep inputs with emphasis on Cluster plans, targets and achievements. Develop and strengthen IM capacity through the training Contribute to the core Cluster functions Ensure that there is effective communication, reporting, engagement and coordination between the National and sub-national clusters. 	
Core cluster functions: Supporting service delivery	

UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

- Provide a platform to ensure that service delivery is driven by the agreed strategic priorities
- Develop mechanisms to eliminate duplication of service delivery

Informing strategic decision-making of the HC/HCT for the humanitarian response

- Needs assessment and gap analysis (across other sectors and within the sector)
- Analysis to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues.
- Prioritization, grounded in response analysis

Planning and strategy development

- Develop sectoral plans, objectives and indicators directly support realization of the HC/HCT strategic priorities
- Application and adherence to existing standards and guidelines
- Clarify funding requirements, prioritization, and cluster contributions to HC's overall humanitarian funding considerations (Flash Appeal, CAP, ERF/CHF, CERF)

Advocacy

- Identify advocacy concerns to contribute to HC and HCT messaging and action
- Undertaking advocacy activities on behalf of cluster participants and the affected population

Monitoring and reporting the implementation of the cluster strategy and results; recommending corrective action where necessary

Contingency planning/preparedness for recurrent disasters whenever feasible and relevant.

Accountability to affected populations

JOB GRADE FACTORS ¹

P-3

- Manage, lead and support overall functions of IM Cluster
- Accountable for facilitation and coordination of all or most of functional areas, including tracking implementation and follow-up of IM activities.
- Act as a technical expert for IM functions in the Cluster.
- Provide technical support and quality assurance for the cluster.
- Monitor and analyse performance and make technical evaluation and reporting on important issues.
- Act as coach and trainer for the IM capacity development function.
- Expected to provide technical leadership and have a greater engagement with managing and enhancing the IM at sub national level
- Supervise professional IM Cluster/ AoR staff.

COMPETENCIES

Core competencies:

¹ The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

- Strong understanding of logical framework approach and different types of indicators (baseline and output especially), basic understanding of the project cycle management (especially monitoring and evaluation steps)
- Good understanding of humanitarian approach, humanitarian reform, transformative agenda and roles of each humanitarian actor (Government, UNOCHA, Clusters, organizations)
- Basic understanding of Clusters in emergencies to be able to engage with cluster participants; understand their cluster-specific IM needs and respond to those needs in a timely manner
- Proactively build trust, establish, and maintain effective working relations, and share ideas through IM networks and promote synergies with other clusters with a respect for diversity
- Diplomatic skills and able to establish excellent working relations with partners in order to collect information. Understanding of the data and information virtuous cycle
- Facilitation and capacity-building skills
- Ability to perform several tasks in a timely manner with a focus on quality
- Communicate key messages effectively to different audiences: tailoring languages, tone, style, and format to match audiences; actively listens to perspectives of stakeholders and team members; interpreting messages and respond appropriately; speaking and writing clearly and efficient; and makes presentations in public with confidence
- Strong interpersonal, team work, and self-management skills, as well as mature judgment
- Ability to perform well under pressure

Technical competences

- Understands key technical issues for the cluster sufficiently well enough to be able to: engage with cluster participants; understand their cluster-specific IM needs.
- Excellent knowledge of MS Excel or MS Access (e.g. pivot tables and functions); proven technical expertise for managing data capture and storage, for analysing diverse datasets, and presenting information in understandable tables, charts, graphs and reports; knowledge of establishing and managing basic websites (e.g. UNOCHA's Humanitarian Response platform); proven skills in using map-making packages, data visualisation (e.g. Tableau), web design and software development are an asset.
- *The ability to lead assessment processes is an advantage*

Languages

The post holder will have **at least CEFR level C2 (Proficiency) in French** and level B1 in English

QUALIFICATIONS & EXPERIENCE

Qualifications

University degree, preferably at an advanced level, in a subject area relevant to IM

Extensive work experience relevant to this post may be considered as a replacement for formal qualifications.

Experience working in Haiti as an *advantage*

Formal training in cluster IM an advantage

Experience

UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

At least 5 years progressively responsible humanitarian work experience with UN and/or NGO, including IM in the first phase of a major emergency response relevant to the cluster

Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience.