

Job description

ROVING INFORMATION MANAGEMENT OFFICER – GLOBAL WASH CLUSTER

(Reference: 19/ROV/IMO01)

BACKGROUND ON IMPACT AND REACH

REACH was born in 2010 as a joint initiative of two International NGOs ([IMPACT Initiatives](#) and [ACTED](#)) and the United Nations Operational Satellite Applications Programme ([UNOSAT](#)). REACH's **purpose** is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis and GIS. IMPACT was launched at the initiative of ACTED, an international NGO whose headquarter is based in Paris and is present in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, enabling IMPACT to benefit from ACTED's operational support on its fields of intervention.

We are currently looking for a Roving Information Management Officer –Global WASH Cluster to support our team.

Position: Roving Information Management Officer – Global Wash Cluster (GWC)
Contract duration: 8 months – (from Feb to Sep, with potential extension)
Location: Roving
Starting Date: ASAP

POSITION PROFILE

Under the supervision of the manager of the Field Support Team (FST) of the Global WASH Cluster (GWC), the WASH Assessment Specialist and the national platform coordinators, the roving Information Management Officer (IMO) will support the GWC in improving and strengthening WASH coordination by enhancing the cluster's information management capacity. Specifically, the IMO will be in charge of the following activities:

1. Lead the setup of IM systems
2. Support assessment activities
3. Facilitate strategic planning

4. Implement monitoring and gap analysis

5. Contribute to capacity building

The IMO will implement the above-mentioned activities through both field deployments (60%) and remote technical support / global tool development (20%), while also contributing to the workplans of the employing NGO – IMPACT Initiatives (20%).

FUNCTIONS

1. LEAD THE SETUP OF THE IM SYSTEM

- Conduct initial IM diagnoses to help identify areas and means of improvement to support the core coordination functions of the cluster through stronger IM systems.
- Design the activity reporting tools (W-matrix template) to gather data from partners regarding activities implemented in the framework of the response.
- Prepare WASH cluster visualization and reporting templates, including reports, presentations, cluster/sector bulletins, dashboards and operational presence maps.
- Establish and maintain WASH sector/cluster contact management system.
- Set up online file repositories for WASH cluster/sector documents to facilitate file management and internal information sharing across the coordination team and the partners.
- Support the Senior GWC IMO in developing global tools, guidance and strategies to facilitate the setup of IM systems at field level

2. SUPPORT ASSESSMENT ACTIVITIES

- Identify and gather relevant secondary data on a regular basis, ensure ongoing analysis and identify information gaps.
- Lead the development of appropriate methodologies, indicators, tools and analytical frameworks to gather primary data.
- Plan and coordinate data collection, define coverage, rationalize partners' contributions to avoid overlapping, and make sure that data is collected within agreed deadlines.
- Leading data analysis and output production, including drafting of assessment factsheets, reports and other relevant information products.
- Support effective dissemination of assessment findings, by producing media contents, delivering presentations, promoting ad hoc PR events.
- Support the HNO process, including estimation of affected population, People in Need (PiN), severity rating.
- Support the GWC Assessment Specialist in developing global tools, guidance and strategies to facilitate the implementation of assessment activities at field level.

3. FACILITATE STRATEGIC PLANNING

- Support the HRP process helping the coordinator in defining WASH response strategic objectives/indicators and priority activities in alignment with Country Strategic Objectives.
- Ensure linkage between needs assessment and response analysis to facilitate humanitarian response prioritization (activities / geographical location / groups).
- Support the Senior GWC IMO in developing global tools, guidance and strategies to facilitate strategic planning activities at field level.

4. IMPLEMENT MONITORING AND GAP ANALYSIS

- Set up the WASH response's monitoring plan, including a series of indicators aiming at measuring progress of the response.
- Define a detailed analysis plan covering each indicators of the monitoring plan, clarifying the type, frequency and outputs of the analysis that should be made.
- Roll out the activity reporting tools (W-matrix) and collect response data from WASH implementing partners on a regular basis.
- Analyse response data and produce information products to highlight response progress and gaps, and disseminate them as appropriate.
- Support the Senior GWC IMO in developing global tools, guidance and strategies to facilitate the implementation of response monitoring and gap analysis at field level.

5. CONTRIBUTE TO CAPACITY BUILDING

- Build capacity of IMOs through formal trainings as well as on-the-job capacity building activities, including job shadowing to ensure the cluster/sectors' IM focal points are fully equipped to keep the IM system working in an autonomous way.
- Support the roll out of GWC capacity building strategy by facilitating and delivering regional/global trainings.
- Support the development of new GWC trainings, by inputting and reviewing new trainings packages developed by the GWC.

REQUIREMENTS

Required:

- Master degree, or relevant combination of qualifications and experience, in information management (data analysis, statistics, GIS), public health in emergencies, social sciences, institutional development, water or sanitation engineering or related field.
- Minimum 3 years' (5 preferred) experience in Information Management, Assessment and M&E related to complex crisis.
- Strong experience of developing and implementing IM tools and systems.
- A good understanding of the humanitarian policy environment including current knowledge of the latest IM policies, research, international standards and developments in the field.
- Proven ability to conceptualize, develop, plan monitor and evaluate IM relative to programmes, as well as to teach skills and build team capacity.
- Experience with natural and complex political emergencies in diverse cultural and climatic settings.
- Experience of applying humanitarian accountability standards and practices.
- Experience in liaison with a broad range of stakeholders, ability to build relationships and networks with international donors, UN agencies and INGOs, national authorities, national/local partner agencies and emergency affected communities
- Proactive problem solving and operational decision making
- Fluently spoken and written English.
- Good command of another language (especially French, Spanish or Arabic).

- Willingness to travel up to 60% of time at short notice, resilience, stress tolerance and work under difficult conditions.

Desired:

- Proven track record of having successfully setting up IM system on behalf of humanitarian coordination structures in a complex crisis.
- Knowledge of the cluster / sector coordination and humanitarian reform.
- Proven experience and understanding of WASH activities and strategy.
- A good understanding of the humanitarian policy environment including current knowledge of the latest IM-related policies, research, international standards and developments in the field.
- Proven ability to plan, monitor and evaluate programmes, as well as to teach skills and build team capacity.
- Excellent training, coaching and mentoring skills.
- Quickly builds rapport with individuals and groups and nurtures good relationships across organizational levels and boundaries from government leaders to all stakeholders and the affected population.
- Computer skills, including ArcGIS, InDesign, Tableau, SPSS.

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