Job description

REACH INFORMATION MANAGEMENT OFFICER IN MALI
(Reference: 19/MLI/IMO01)

BACKGROUND ON IMPACT AND REACH

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, GIS and remote-sensing. 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, which allows particularly IMPACT to benefit from ACTED's operational support on its fields of intervention.

REACH was born in 2010 as a joint initiative of the 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, supporting and working within the framework of the humanitarian reform process. REACH facilitates information management (IM) 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.

We are currently looking for an Information Management Officer with GIS abilities in order to support the implementation of the Rapid Response Mechanism (RRM) in Mali.

Department: IMPACT-Information management / Rapid Response Mechanism

Supervisor: IMPACT Country Focal Point in Mali

Position: **REACH Information Management Officer**

Contract duration: 6 months with potential for renewal

Location: Bamako, Mali

Starting Date: 5th January 2019

COUNTRY PROFILE

REACH was deployed in Mali from 2012 to 2014, where it provided support to the shelter cluster in managing information, and later conducted a floods analysis assessment using data from 2006 to 2013. The analysis succeeded in producing maps showing the frequency and impact of floods in different regions of Mali and providing valuable data for prevention and risk mitigation activities. The maps were used by the humanitarian community and the Government of Mali as a baseline to inform the national flood contingency plan for 2014

In 2019 REACH started working again in Mali providing information for humanitarian and aid actors on the situation in the central and northern parts of the country.

POSITION PROFILE

The REACH Information Management Officer (IMO) is responsible for the management and implementation of REACH IM projects in Mali. In particular, he/she would be supporting the Rapid Response Mechanism (RRM) and its partners. The IMO tasks would include external engagement with RRM partners and Clusters, the training of partners on the usage of assessment tools, production of analytical reports and production of maps on an ad-hoc basis.

The RRM in Mali is an operational model developed to respond to humanitarian needs of populations made vulnerable by conflict, displacement, and natural disasters. The system rests on the preposition of stocks to distribute, of financial resources to conduct activities, and most importantly of dedicated staff. RRM partners are in charge of monitoring the humanitarian situation in specific areas to capture events that can trigger a multi-sectoral assessment to inform the emergency response.

In that context, the REACH IMO will be responsible for reviewing key tools and processes related to information management, supporting RRM partner organisations with implementing those new tools and processes, as well as designing and performing analyses on available data from partner organisations to detect trends and measure the performance of the RRM, and producing maps to visualize available data. This review will be closely coordinated with the RRM partners and the humanitarian Clusters. Based on the review, the IM Officer will propose improvements that allow for easy implementation and rapid data collection. He/she will also monitor data collection to identify inconsistencies, and offering solutions and best practices to address recurring issues.

FUNCTIONS

Under the supervision of the IMPACT Country Focal Point in Mali, the REACH Information Management Officer (IMO) is responsible for the management and implementation of REACH IM projects in Mali. In particular, he/she would be supporting the Rapid Response Mechanism (RRM) and its partners. The IMO tasks would include the development and revision of assessments tools and information management systems and the training of partners on their usage, external engagement with RRM partners and Clusters and support on analysis of available data collected by RRM partners, and the production of information products (factsheets, ad-hoc analysis, reports, maps, etc.) to inform RRM partners and the humanitarian community of the RRM interventions and the needs of the affected populations

In his/her mission, the REACH IMO will be hosted by ACTED and will fall under the responsibility of ACTED's Country Director and his/her delegates. S/he and will fully abide to ACTED's Security, HR, Administration and Logistics rules and regulations.

The IMO interact on regular basis with the RRM coordinator and will work closely with the RRM partners and IMPACT HQ. These relations will also extend to ACTED country staff including Project Development, AMEU and Area Coordinators.

Externally, the IMO will be expected to liaise with OCHA, the cluster IM and coordinators, national and international partners, notably IM focal points in NGOs, UN agencies and clusters

In coordination with the IMPACT Country Focal Point in Mali, the IMO is responsible for (1) the development and revision of assessments tools and information management systems for the RRM Mali, (2) the training of partners on the usage of data and tools, (3) the analysis and visualization of data collected by RRM partners and production of information products and maps on request (4) external engagement with RRM partners and Clusters, (5) manages the IM team in Mali, (6) and plays a key role other tasks. More specifically:

1. **Development and revision of assessments tools and information management systems**

   - Develop, plan, and implement the reinforcement of the RRM information system that fulfils the requirements of the RRM partners and the relevant ToRs
   - Develop and revise assessment tools used by RRM partners to improve the quality and relevance of the information collected
   - Diagnose and propose reinforcements for information management for the RRM throughout its intervention cycle to partners
   - Follow continuously data collected by RRM partners to identify issues with the assessment tools and databases and propose solutions to fix those problems
   - Create information products (factsheets, ad-hoc analysis, reports, maps, etc.) to inform RRM partners and the humanitarian community of the RRM interventions and the needs of the affected populations

2. **Training of partners**

   - Develop and implement trainings aimed at reinforcing the RRM partners capacities to use the information produced
   - Ensure that RRM partners are training in the effective use of the tools reviewed and developed for data collection and dissemination

3. **External relations**
   - In coordination with the Focal Point, ensure that relevant partners are consulted and involved at all stages of IM activities
   - In coordination with the Focal Point, present research findings to relevant third parties, to enhance their use and impact
   - Ensure that external communications with partners and key stakeholders, including relevant UN agencies, local and national government, and NGOs has been conducted and documented as appropriate
   - In coordination with the Focal Point, represent REACH/IMPACT in technical external engagements beyond regular meetings of the the RRM

4. **Others**
   - Support the Focal Point in drafting of relevant project narrative and financial reports
   - Maintain an oversight of budget availability and expenditure for activities for which s/he is responsible
   - Other tasks as requested by supervisors.

1. Institutional engagement in research process:

   1.1. :# and type of actors participating in various steps of IM activities

1.2. Reported level of satisfaction by RRM partners, as well as other humanitarian actors involved in the activities

2. Use of IM products and activity outputs to inform aid response:

1.3. # and type of actors accessing and using drafted research products

1.4. Reported level of satisfaction by actors using IM outputs

1.5. # of key events/ milestones influenced by REACH IM support

ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES

The staff member is responsible for ensuring that all relations with the communities IMPACT and partners work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about IMPACT programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every IMPACT staff member.

CONFIDENTIALITY AND DATA PROTECTION

The IMO will maintain the strictest confidentiality on all data collected and related processes. He/she will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners, or collected during his/her assignment with IMPACT

REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline
- Excellent analytical skills
- Excellent understanding of database management and information systems
- At least one year of relevant working experience in humanitarian settings
- Excellent communication and drafting skills for effective reporting
- Excellent team management skills
- Strong system and data audit capacity
- Knowledge of KoboToolbox, ODK, or affiliated systems is an asset
- Advanced skills in Adobe InDesign and Illustrator
- Advanced skills in Excel, SPSS, R or related statistical programming
- Advanced skills in ArcGIS is an asset
- Ability to operate in a cross-cultural environment requiring flexibility
- Familiarity with the aid system, and understanding of donor and governmental requirements
- Ability to use Microsoft Word, Excel and Project Management Software.
- Ability to work independently
- Prior knowledge of the region an asset

- Fluency in French (written and spoken) and English required

CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus

- Additional monthly living allowance

- Free food and lodging provided at the organization's guesthouse/or housing allowance (depending on contract length and country of assignment)

- Transportation costs covered, including additional return ticket + luggage allowance

- Provision of medical, life, and repatriation insurance + retirement package