

Job description

IMPACT ASSESSMENT/INFORMATION MANAGEMENT OFFICER RAPID RESPONSE MECHANISM FOR CAR

(Reference: 20/CAR/AIMO01)

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 organization 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 an IMPACT Information Management Officer (IMO) to support our IMPACT team in Central African Republic (CAR).

Department: IMPACT- Rapid Response Mechanism

Position: **IMPACT IM Officer**

Contract duration: 6 months

Location: Bangui, CAR

Starting Date: ASAP

POSITION PROFILE

Under the supervision of IMPACT Country Coordinator in CAR, UNICEF, and the ACTED Country Director, the IMPACT Information Management Officer (IMO) will be responsible to support the Rapid Response Mechanism (RRM) methodology design and for the development and revision of assessments tools, in close collaboration with cluster coordinators, partners, information management working group, and other relevant humanitarian coordination structures and working groups. The IMO will ensure regular training to partners' assessment team to guarantee that data collected matches REACH standards in terms of quality, reliability, etc.

In particular, this person will be responsible for reviewing key tools and processes related to information management for the RRM, as well as designing and performing analyses on available data from partner organisations to detect trends and measure the performance of the RRM.

He/she will manage the rapid production of static maps on targeted crisis and issues as well as providing required inputs for the development of mapping solutions. The IM officer will report to the RRM Coordinator and IMPACT country focal point in CAR. The assessment officer may be responsible for other members of the RRM team including GIS/DB interns and assistants.

Internally, the IM officer will work closely with RRM partners and IMPACT. These relations will also extend to other REACH programs in country.

Externally, the IM officer will be expected to liaise with national and international partners, notably IM focal points in NGOs, UN agencies and clusters.

FUNCTIONS

Review of IM methodologies and tools

The IMO will be responsible to review the methodologies and tools used by the RRM, as well as the information processes in place. This review will be closely coordinated with the RRM partners and the humanitarian clusters. Based on the review, the IMO 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.

Secondary data analysis

The IMO will be responsible to aggregate data collected by partners (multisectoral assessments, interventions, post-intervention monitoring). The IMPACT IM officer will be responsible to analyse RRM data, identify and address information management gaps, and facilitate information sharing between stakeholders in the region, including through the regional web portal. He/she will identify new information and data requirements to support operations and partners of RRM.

He/she will provide a regular analysis on collected data for RRM partners and UNICEF coordination. He/she may be asked to assist in clusters/OCHA as needed assessing with the approval of the RRM UNICEF coordination. He/she will support the development/revision of assessment / strategies, reports or new proposals. Where possible and methodologically sound, the IMO will perform analyses on this data to detect trends in interventions and to identify ways to measure the performance of the RRM. The IMO will explore secondary data to nourish this analysis.

Training

The IMO will train on a regular basis RRM field teams and RRM partners in information management and assessment tools and practices, including Kobo and Excel.

GIS activities

The IM officer will work in close collaboration with partners and existing GIS structures (such as the IMWG), to ensure compilation and revision of existing datasets. He/she manage the production of maps on request to support data collection and analysis, as per REACH standards.

External Relations and Niger IMWG participation

The IMO will respond to information requests from IMPACT and its partners. The IMO will maintain regular interactions and reporting with key IM partners including cluster lead agencies, UN agencies, NGOs and technical partners.

He/she will respond to information requests from IMPACT partners in country related to GIS data and mapping as well as solicit information from partner organizations to be incorporated into database. He/she will liaise with these partners to ensure the data is shared with IMPACT MIS team when required. The IMPACT IM officer will participate actively in the CAR IMWG to identify prior humanitarian IM needs and define IM strategy in the country (IMWG ToRs, referential data to set up). He/she will be called to take part to IMWG projects, including capacity building and IM support to other humanitarian partners.

Internal Communication Processes

The IMPACT IM officer will liaise with IMPACT in Geneva to guarantee a quality product that suits the needs of the field office and with IMPACT in Niger to coordinate his/her activities.

Confidentiality and Data Protection

The IMPACT IM officer will maintain the strictest confidentiality of data and processes. He/she will actively take measures to prevent the unauthorized sharing of information and data.

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.

REQUIREMENTS

- Excellent academic qualifications, including a Master degree in relevant discipline;
- Excellent analytical skills;
- At least 1.5 years of relevant working experience in humanitarian settings;
- Excellent communication and drafting skills for effective reporting;
- Experience with stakeholder engagement;
- Ability to operate in a cross-cultural environment requiring flexibility;
- Familiarity with the aid system, and understanding of donor and governmental requirements;
- Prior knowledge of the region an asset
- **Fluency in French required**, English is an asset
- Ability to operate Microsoft Word, Excel and Project Management Software.
- Ability to operate Kobo, R or related statistical programming, coding and GIS software is an asset
- Ability to work independently

CONDITIONS

- Salary defined by the IMPACT salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus
- Additional monthly living allowance provided in country by IMPACT's partner ACTED
- Food and lodging provided at the organisation'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