ROLE PROFILE

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| Title | Roving Information Management Officer – Ukraine Response | | |
| Functional Area | Humanitarian | | |
| Reports to | Accountability to Affected Populations Specialist | | |
| Location | Remotely to start with. May be required to work in one of the response countries at a later stage. | Travel required | Up to 60% time sometimes at short notice |
| Effective Date | April 2022 | Grade |  |

Our Organisation

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion, and discrimination. And it’s girls who are most affected.

Working together with children, young people, our supporters, and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children’s rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge.

We have been building powerful partnerships for children for over 80 years and are now active in more than 70 countries.

role PURPOSE

The conflict in Ukraine is resulting in a major humanitarian crisis with over 3 million people having fled to neighboring countries, and millions displaced within Ukraine. Plan International is responding to the crisis and working in partnership with civil society organisations in Poland, Romania, and Moldova to meet the key needs of those affected by the crisis as well as host communities.

This position will play a key role in the support to country level activities and ensuring high quakity information and analysis is provided across the Plan International federation. The postholder will provide technical support and guidance to Plan International teams and partners in Poland, Romania, and Moldova. The position will initially be remote but may well be based in one of the 3 countries in the future.

The Ukraine Hub is a service-oriented structure to support initiation of activities, and to help find solutions to problems as and when arise. Creative thinking and identifying work arounds to problems faced will be a critical element of the role.

Dimensions of the Role

The position will develop Plan International’s approach to information management across all response locations, in close collaboration with our partners. High quality information products will be developed and shared internally.

The role is the primary point of contact for staff and partners in Poland, Moldova, and Romania on all information management support requirements. The post holder will ensure Plan International is following high standards of information management. The post holder will represent Plan International in external fora, ensuring the organisation is seen as a leader in gender focussed programming in humanitarian response.

Accountabilities

* Ensures all work has a strong gender focus in line with Plan International’s Global Strategy.
* Ensure that the different capacities, vulnerabilities and coping mechanisms of girls and boys are considered and analyzed.
* Provide technical assistance to teams in Poland, Romania, and Moldova in the formulation of Information Management strategies and plans.
* Support preparedness activities across all response locations.
* Develop capacity building plans and provide training, coaching and mentorship to program staff and partners.
* Coordinate and/or implement trainings and briefings of Plan staff, partners and other key stakeholders on information management and related issues such as gender equality and inclusion, amongst others.
* Work closely with the Monitoring & Evaluation (M&E) colleagues in Plan International to ensure quality data and analysis is available across the Plan International federation.
* Identify key data visualisation approaches to maintain profile of the response activities.
* Support the professional development of staff and partners to collect quantitative and qualitative data, ensuring all data is disaggregated by sex, age, and disability.
* Lead the development of regular response sitreps.
* Develop key information management products such as infographics, key facts, and response overview documents.
* Build and maintain relationships with relevant government departments, UN agencies and NGOs.
* Actively contribute to Information Management Coordination Mechanisms. Support partner organisations take a co-leadership role in relevant Working Groups as and when requested by partners.
* Establish/maintain new/existing relationships with key donors
* Support development and submission of quality proposals in response to identified opportunities.
* Support funding teams maintain up to date funding trackers.
* Support response teams to develop case studies and reports of innovation in the response and key successes.
* Contribute to relevant global advocacy and policy objectives with documented learning and evidence.
* Work with Plan’s communication team to support the dissemination of articles, success stories, and presentations.

**General**

1. Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

Key relationships

Internal

* Programme technical leads.
* Ukraine Hub
* National Organisations
* Global Hub departments (including humanitarian, finance, legal, funding)

External

* Civil Society Organisations
* UN Agencies
* Institutional Donors
* Embassies

Technical expertise, skills and knowledge

**Essential**

* Experience in information management in a range of humanitarian contexts.
* Experience in using Microsoft Tools particularly Power BI.
* Experience in data analysis and developing infographics and other means of data visualisation.
* Experience providing technical support to teams and partner organisations.
* Experience of capacity building with a variety of audiences.
* Fluency in English, written and spoken

**Desirable**

* Proficiency in Ukrainian, Polish, Romanian, or Moldovan languages.

Plan International’s Values in Practice

**We are open and accountable**

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.
3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

**We strive for lasting impact**

1. Articulates a clear purpose for staff and sets high expectations.
2. Creates a climate of continuous improvement, open to challenge and new ideas.
3. Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
4. Evidence-based and evaluates effectiveness.

**We work well together**

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and ‘win-win’ relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

**We are inclusive and empowering**

1. We empower our staff to give their best and develop their potential
2. We respect all people, appreciate differences and challenge equality in our programs and our workplace
3. We support children, girls and young people to increase their confidence and to change their own lives.

Physical Environment

Based remotely, working in a virtual hub. Required to travel to operational locations on a regular basis, sometimes at short notice.

Level of contact with children

Low contact: No contact or very low frequency of interaction