

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Post Title	:	Information Management Officer
Level	:	NO-A
Contract Type	:	Temporary Appointment
Duration	:	364 days (renewable)
Duty Station	:	Maiduguri, Nigeria
Supervisor	:	Education Manager, P-4, Post # 105521

PURPOSE:

To ensure a well-run not only requires strong coordination capacity but relies on strong and reliable information management capacity and this is a formal accountability of the sector lead agency. Strong information management carried out in support of coordination processes will support relevant actors to work with the same or complementary information and baseline data when making decisions. Properly collected and managed data during emergencies can furthermore support in early recovery, recovery and disaster preparedness activities. Information Management (IM) is therefore both a time critical intervention to support timely evidence-based decision making in the sector.

The purpose of the post is to manage the collection, analysis and sharing of information/data that is important for the sector partners to make informed (evidence based) strategic decisions.

TASKS & RESPONSIBILITIES:

Under the overall supervision and general guidance of the Education Manager and the Education Sector Coordinator, Information Management Officer will be responsible for the below mentioned tasks and outputs:

- Provision of IM services, including mapping, to the Sector/Education program for decision making including data collection, collation, analysis, and dissemination.
- Adapt existing in-country information management approaches for collecting, analyzing and reporting Sector activities and resources, and identifying information gaps
- Establish and maintain information databases that consolidate, analyses and report/disseminate information critical to decision making
- Maintain monthly reporting from Sector participants, including 5Ws ('Who does What, Where, When and for Whom?' databases)
- Support the estimation of spatial and temporal gaps, overlaps and coverage of Sector 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 Information Management Specialist to develop appropriate supportive strategies
- Facilitate effective linkages with all Education Sector stakeholders, including OCHA, and national actors, for enhanced capacity and gap identification.
- Use GIS for map production and geographic data management

- Adopt and promote the use of global standards for information management 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
- Support the development and analysis of needs assessment and monitoring programmes
- Provide information management leadership in assessments and monitoring, including joint assessments and training
- Lead on the preparation of SitRep inputs with emphasis on Sector plans, targets, and achievements
- Develop and strengthen information management capacity through the training of Sector members
 - Contribute to the core Sector functions
- Where there is both a national and a sub-national cluster, the post holder will ensure that there is effective communication, reporting, engagement, and coordination between the two levels
- Support the Education Sector developing/adapting standards and indicators for monitoring the progress and the effectiveness of humanitarian response within the Sector, taking into account national standards or guidelines, as well as globally agreed standards such as the Inter-Agency Network on Education in Emergencies (INEE) Minimum Standards.
- Wherever possible and/or appropriate, ensure that IM supports national information systems, standards and builds local capacities. Maintain appropriate links with relevant Government, State and local authorities in order to strengthen, not replace or diminish national efforts and work closely with government and MoE to develop EMIS systems to include conflict sensitive data for improved educational planning.
- Contribute to drafting funding proposals and donor reports for common appeals, including collecting inputs from partners for joint sector documents.

KEY END-RESULTS:

1. To support service delivery by:

- 1.1. Providing a platform that ensures service delivery is driven by the Strategic Response Plan and strategic priorities
- 1.2. Developing mechanisms to eliminate duplication of service delivery

2. To inform the HC/HCT's strategic decision-making by:

- 2.1. Preparing needs assessment and analysis of gaps (across and within sectors, using information management tools as needed).
- 2.2. Identifying and finding solutions for (emerging) gaps, obstacles, duplication, and cross-cutting issues.
- 2.3. Formulating priorities based on analysis

3. To plan and develop strategy by:

- 3.1. Developing sectoral plans, objectives and indicators that directly support realization of the response's strategic priorities
- 3.2. Applying and adhering to common standards and guidelines
- 3.3. Clarifying funding requirements, helping to set priorities, and agreeing Sector contributions to the

HC's overall humanitarian funding proposals

4. To monitor and evaluate performance by:

- 4.1. Monitoring and reporting on activities and needs
- 4.2. Measuring performance against the Sector strategy and agreed results

4.3. Recommending corrective action where necessary

5. To build national capacity in preparedness and contingency planning

6. Advocacy by:

- 6.1. Identifying concerns that contribute to HC and HCT messaging and action
- 6.2. Undertaking advocacy on behalf of the cluster, Sector members, and affected people

7. Accountability to affected populations by:

- 7.1. The global Sector will provide operational support to the country Sector, see Reference 1
- 7.2 Performance of the Sector will be measured using the Coordination Performance Report, see Reference 3.

MINIMUM REQUIREMENTS:

Education:

- A first level university degree (Bachelor's) in Information Systems/Information Management, Statistics, Mathematics, Data Management, Computer Science or a related field is required.
- Formal training in sector information management is an advantage.

Experience:

- Minimum one (1) year of similar work experience in Information Management preferably with NNGOs/INGOs and/or the UN is required.
- Experience in major emergency response relevant to the sector is highly desirable.

Language:

- Excellent written and spoken English is required. Working knowledge of the local languages (Hausa and Kanuri) is highly desirable.

Core Values required:

Care, Respect, Integrity, Trust, Accountability (CRITA)

Competencies required:

- Builds and maintains partnerships (II)
- Demonstrates self-awareness and ethical awareness (II)
- Innovates and embraces change (II)
- Drive to achieve results for impact (II)
- Manages ambiguity and complexity (II)
- Thinks and acts strategically (II)
- Works collaboratively with others (II)