



UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

I. Post Information

<p>Job Title: Nutrition Information Management Specialist Supervisor Title/ Level: Nutrition Cluster Coordinator (L4) Organizational Unit: Emergency Post Location: SoP Country Office</p>	<p>Job Level: Level 3 Job Profile No.: CCOG Code: Functional Code: [Under RPM] Job Classification Level: Level 3</p>
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II. Organizational Context and Purpose for the job

Humanitarian action is of fundamental importance to UNICEF and encompasses interventions aimed at saving lives, alleviating suffering, maintaining human dignity, and protecting the rights of affected populations wherever there are humanitarian needs, as well as interventions addressing underlying risks and causes of vulnerability to disasters, fragility and conflict. UNICEF's humanitarian action is guided by the Core Commitments for Children in Humanitarian Action (CCCs) which set organizational, programmatic and operational commitments and benchmarks against which UNICEF holds itself accountable for the coverage, quality and equity of its humanitarian action and advocacy and which are mandatory for all UNICEF personnel.

Furthermore, UNICEF is committed to support humanitarian coordination through the cluster approach. Introduced as part of the humanitarian reform, the cluster approach, aims at ensuring clear leadership, predictability and accountability in international responses to humanitarian emergencies by clarifying the division of labor among organizations and better defining their roles and responsibilities within the different sectors involved in the response. As a member of the IASC, UNICEF work along with national and local stakeholders (including national and local authorities, CSOs, and communities) to support humanitarian coordination and to improve the collective impact of humanitarian response. Whether the cluster approach is activated or not, UNICEF plays a key role in both global and country-level interagency coordination for its areas of programmatic responsibility. As Cluster Lead Agency (CLA) for Nutrition, UNICEF is committed to fulfil the core functions defined by the IASC.

A well-run Nutrition Cluster coordination team, including Information Management (IM), is a formal deliverable of the Cluster Lead Agency and forms a part of the agency's work. The Nutrition Information Management Specialist is a core member of the Nutrition Cluster coordination team.

Job organizational context: The Nutrition Information Management Specialist position will support the SoP national Nutrition Cluster. The position reports to the SoP Nutrition Cluster Coordinator for general guidance and direction.

Purpose of the job: Under the overall direction and guidance of the SoP Nutrition Cluster Coordinator, the Nutrition Information Management Specialist will provide leadership for the IM function of the Nutrition Cluster. They are responsible for ensuring IM processes effectively contribute to a well-coordinated, strategic, adequate, coherent, and effective response by participants in the Nutrition Cluster that is accountable to those who are affected by the emergency. In their effort to enable an efficient and effective response to the humanitarian crisis, the Nutrition Information Management Specialist is responsible for leading and managing the collection, analysis and sharing of information that is essential for the Nutrition Cluster participants to make informed, evidence-based, strategic decisions.

III. Key function, accountabilities and related duties/ tasks

The post holder is responsible for managing and coordinating the information management function to enable the effective functioning of the Nutrition Cluster, and the achievement of the core cluster functions, throughout the Humanitarian Programme Cycle in order to facilitate a timely and effective Nutrition Cluster response.

The postholder's main tasks and responsibilities will include but not be limited to:

Coordination and representation

- As a member of the coordination team, contribute to the effective roll out and monitoring of the core cluster functions (as outlined by the IASC Reference Module) and to the Humanitarian Programme Cycle (HNO, HRP and CCPM),
- Represent the Nutrition Cluster IM function at all levels and coordinate with others within the function to ensure effective communication, reporting and engagement,
- Actively engage with other IMs through relevant IMWGs, including leading or participating in the Nutrition Cluster IMWG and representing the Nutrition Cluster on the inter-cluster IMWG,
- Promote harmonized and coordinated approaches to IM across partners, AoRs/ Clusters and OCHA.

IM function management

- Create and implement of an IM strategy and data collection and analysis plan that take into account the information needs of stakeholders and that are compliant with standards and protocols for ethical data and information management,
- Implement regular secondary data reviews and primary data collection including designing questionnaires using appropriate tools,
- Conduct data processing including organizing, cleaning, triangulating, evaluating and validating the data,
- Analyse data to meet identified information needs of the Nutrition Cluster members and other stakeholders,
- Create accurate, quality and timely information products that are in line with agreed style guides,
- Disseminate information and information products through appropriate channels,
- Maintain and ensure the accessibility of a common and shared secure storage system,
- Gather feedback on IM products and use to make improvements.

Needs assessment and analysis

- Working collaboratively with other members of the Nutrition Cluster, contribute to the planning and implementation of needs assessment and analysis, including joint assessments and analysis, at national and subnational levels,

- Collect information on economic needs, markets, and price monitoring to support the equal consideration and use of all programme delivery modalities (in-kind, cash, voucher and services),
- Work with Nutrition Cluster participants to identify information gaps at national and sub-national levels, agree and implement ways to bridge those gaps by providing technical advice and support to partners,
- Analyse needs assessment data to provide required information for the HNO including estimating People in Need (PIN),
- Compare and align joint needs analysis findings with other AoRs/ Clusters and participate in developing reports.

Strategic response planning

- Design and implement partner presence mapping,
- Contribute to strategic planning, response prioritization and the development of the HRP or other response plans as relevant, including the formulation of objectives, indicators and targets, prioritizing response modalities and activities, identifying and quantifying inputs and the curation of data.

Resource mobilization

- Monitor and analyse the Nutrition Cluster's financial situation and support financial tracking,
- Support and advocate with AoR/ Cluster partners for financial reporting on the Financial Tracking Service (FTS),
- Support evidence-based advocacy and resource mobilization by providing accurate, relevant and timely data, information and information products.

Implementation and monitoring

- Develop, implement, and maintain a Nutrition Cluster monitoring plan and associated databases, including a response monitoring (3/4/5Ws) database,
- Ensure the Nutrition Cluster monitoring plan, and 3/4/5Ws include programme delivery modalities (in-kind, cash, voucher and services),
- Support Nutrition Cluster members to contribute timely and quality periodic monitoring reports on Nutrition Cluster and OCHA platforms,
- Support monitoring in the areas of information flows, dissemination, processing, analysis and dissemination,
- Conduct quantitative and qualitative gap and coverage analysis to identify spatial and temporal gaps, overlaps and coverage of the Nutrition Cluster humanitarian response,
- Monitor adherence to relevant sector quality standards, regulations and codes.

Operational peer review and evaluation

- Lead the annual cluster coordination performance monitoring (CCPM) exercise and annual review,
- Contribute to sectoral and broader humanitarian evaluations.

Accountability to affected people

- Be accountable to affected populations by ensuring the meaningful participation of affected people, maintaining an effective feedback mechanism and handling complaints appropriately, by ensuring data about the most vulnerable is systematically collected and analysed, and by encouraging partners to work accountably,
- Ensure the inclusion of cross cutting issues (age, child protection, disability, gender, gender-based violence (GBV) mitigation and response and HIV & AIDS) in Cluster/ Sector/ Working Group data collection, analysis and dissemination,

- Adhere to child safeguarding and PSEA policies including procedures for challenging and reporting incidents and ensure other members of the IM team comply.

Strengthen national and local capacity

- Take steps to strengthen local and national leadership and capacity by encouraging participation of local and national actors in the IM activities of the Nutrition Cluster and providing support to partners to overcome technical and operational challenges in participating in IM activities,
- Design and implement an IM capacity assessment and capacity development plan for Cluster/ Sector/ Working Group partners.

IV. Impact of Results

The Nutrition Information Management Specialist manages and coordinates the IM function within the Nutrition Cluster, providing better visibility and clarity on needs and gaps, enabling evidence-based and targeted decision-making, fundraising and advocacy, and contributing to an effective Nutrition Cluster. As an essential part of the coordination function, effective IM contributes to the predictability and accountability of humanitarian action, in line with the aims of the cluster approach and IASC principles, and ensures that the humanitarian response is well-coordinated, strategic, adequate, coherent, effective and builds the resilience of the affected population. This also contributes to maintaining and enhancing the credibility and ability of UNICEF to fulfil its commitments as Cluster Lead Agency, in line with the CCCs.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with Others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to Achieve Impactful Results (2)
- Manages Ambiguity and Complexity (2)

IM Competencies

- Applies Humanitarian Principles, Standards and Guidelines (2)
- Applies Key NIE Concepts and Tools (2)
- Operates Safely and Securely (2)
- Demonstrates Commitment to a Coordinated Response (2)
- Promotes Cooperation and Collaboration (2)
- Demonstrates Accountability (2)
- Promotes Inclusion (2)
- Provides Reliable Support to the Cluster (2)
- Collects Relevant Data (2)
- Handles and Stores Data Efficiently and Sensitively (2)
- Communicates and Disseminates Information (2)
- Monitors the Response (2)
- Strengthens National Capacity to Respond and Lead (2)

(See the GNC Competency Framework for Information Management for more information on the IM Competencies.)

VI. Recruitment Qualifications**Education:**

An advanced university degree in one of the following fields is required: Information Management or Information Systems, GIS Information Technologies, Computer Science, Statistics, Social Sciences or another subject area relevant to Information Management or to the Cluster/ Sector.

Formal training in Nutrition Cluster/ Sector Information Management is considered an advantage.

	Extensive work experience relevant to this post may be considered as a replacement for formal qualifications.
Experience:	<p>A minimum of 5 years of professional experience in information management, data management, geographical information systems, assessments, situation analysis and/or PM&E with the UN and/or NGO is required.</p> <p>Experience of demonstrating very strong information management skills in a professional context is essential for this post.</p> <p>Experience in a humanitarian context is required, with experience of working in the humanitarian coordination system considered an asset.</p> <p>Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience.</p>
Language Requirements:	Fluency in English is required. Knowledge of the UN language of the duty station or other UN languages is considered an asset.

VII. Technical requirements

The post holder must demonstrate strong knowledge and skills in the following areas:

Humanitarian architecture, cluster approach and core functions

- Key process and features of the humanitarian programme cycle (HNO, HRP and CCPM), the humanitarian reform process and the transformative agenda, the Humanitarian-Development Nexus and the Grand Bargain Commitments,
- IASC Guidance Note on Strengthening Participation, Representation and Leadership of Local and National Actors in IASC Humanitarian Coordination Mechanisms, IASC Results Group 1 on Operational Response, (2021),
- IASC Reference Module for Cluster Coordination at Country Level (2015),
- IASC Guidance Note on Using the Cluster Approach to Strengthen Humanitarian Response (2006).

Humanitarian principles, standards and guidelines

- Core Commitments for Children in Humanitarian Action, (2020), UNICEF,
- The Sphere Handbook, (2018), Sphere,
- Core Humanitarian Standard on Quality and Accountability, (2014), CHSA,
- Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief, (1994), ICRC,
- Accountability to Affected Populations: The Operational Framework, (2013), IASC,
- Principles of Partnership: A Statement of Commitment, (2007), ICVA,
- Availability, Accessibility, Acceptability, Quality (AAAQ) framework: A tool to identify potential barriers in accessing services in humanitarian settings, (2019), UNICEF,
- Statement on the Centrality of Protection in Humanitarian Action, (2013), IASC,

- Special Measures for Protection from Sexual Exploitation and Sexual Abuse, (2008), Secretary General Bulletin,
- Guidelines for Integrating Gender-Based Violence Interventions in Humanitarian Action, (2015), IASC.

Nutrition in Emergencies specific knowledge and skills

- Strategic planning monitoring and evaluation and excellent data analytical skills, knowledge of database management, knowledge of nutrition assessment methodologies including MICS, DHIS, SMART and Coverage,
- Demonstrated skills in monitoring and information management preferably related to nutrition or public health including establishing and managing nutrition/health information systems.

IM technical knowledge and skills

- Data planning skills including:
 - Developing and implementing an IM strategy and data collection and analysis plan.
- Data collection skills including:
 - Conducting SDR using appropriate platforms and tools such as DEEP (the humanitarian secondary data review & analysis platform) or Excel,
 - Designing and implementing primary data collection.
- Data processing skills including:
 - Knowledge of data protection best practices, standards and protocols, regulations and legislation.
- Data analysis and management skills including:
 - Aggregating data from multiple sources using a variety of tools such as Excel, CSV, SQL, KoBo, APIs etc.
 - Analysing data to create information useful for strategic decision-making,
 - Creating and maintaining databases using MS Excel, MS Access or other databases.
- Communication skills including:
 - Presenting information clearly in accurate and accessible information products,
 - Designing and creating static and data dynamic visualizations and dashboards using MS Power BI, Tableau, Adobe Illustrator, InDesign and MS Office,
 - Creating basic and advanced maps using GIS and map-making packages such as ArcGIS, MapInfo, QGIS, and the Adobe creative suite,
 - Storing, publishing and disseminating products through various channels such as Power BI's online service,
 - Website management skills.
- Gathering and actioning feedback on IM processes and products.