



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE
VA FOR ROMANIA CO

I. Post Information

Job Title: Information Management Officer,
NO-2, TA
Supervisor Title/ Level: Planning, M&E
Specialist
Organizational Unit: Programme
Post Location: Romania Country Office

Job Level: 2
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context The war in Ukraine has triggered the fastest growing refugee crisis since World War II. By 23 April 2022, more than 774,000 refugees from Ukraine had arrived in Romania. The overwhelming majority of refugees are women and children, often separated from husbands and fathers who remained in Ukraine; older people; and significant numbers of unaccompanied children, including those from state care facilities.

Local and national authorities have established reception facilities at border crossing points to receive new arrivals and are providing life-saving assistance, including accommodation, food, and other basic needs, as well as onward transport for those moving to urban centers. In the reception centers, information is also provided on the asylum process and temporary protection, as well as on the risks of trafficking. Access to basic rights and services, such as health, has been facilitated. Steps have already been taken to foster protection and inclusion into national systems, such as for health and education. Referral services are being scaled up, focusing especially on case management and protection of unaccompanied children and those evacuated from boarding schools, institutions and other alternative care arrangements, survivors of gender-based violence (GBV), victims of trafficking, persons with disabilities and other vulnerable groups

UNICEF Romania Country Office is involved in the emergency response by supporting the

national government and local partners in delivering assistance and protection services.

Purpose for the job

The Information Management Officer ensures that information required to support humanitarian operations is collected, organized and distributed to all relevant stakeholders. He/she coordinates interagency information management activities at all level and facilitates the creation of interagency relationships and opportunities for cooperation.

The Information Management Specialist supports in developing and implementing information management policies, and other duties including revising and implementing information management policies.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- Provide support to programme staff with finding data collection and data management solutions to support programme design, implementation and monitoring.
- Responsible for setting up and maintaining management information system to collect data required for programme delivery operation in close collaboration with relevant UNICEF partners and other key stakeholders.
- Provide assistance in reviewing current available information systems, and present ideas for system improvements.
- Consolidate data from different sources by harmonizing labels, flagging out outliers and cleaning data
- Ensuring timely data collection from different sources
- Ensure quality of collected and reported data, by setting and implementing regular quality checks for validation, consistency and reliability of data and information
- Support data analysis of available datasets, and produce regular statistical reports
- Provide technical support and guidance to UNICEF and relevant stakeholders to collect, process and manage data.
- Develop guidelines, SOPs, documentation and other training materials, and provide training as needed
- Strengthen external collaborative partnerships to ensure the production and dissemination of knowledge and information engaging all key stakeholders
- Support the establishment of new knowledge sharing networks and continue to strengthen and build on best practices documented from existing networks and knowledge sharing forums
- Establish and maintain information databases that consolidate, analyze and report/disseminate information related to the programme activities
- Identify information gaps at national and sub-national levels and propose ways to bridge those gaps
- Adopt and promote the use of global standards for information management for inter-operability
- Manage flows of information and dissemination in an appropriate way
- Manage an inventory of relevant documents on the humanitarian situation
- Support the development and analysis of needs assessment and monitoring programmes
- Provide information management advice in assessments and monitoring, including joint assessments and training.
- Participate in requirements gathering, planning, evaluation and development of strategies for methods to use, share, manage and preserve/dispose of electronic documents.
- Identify and document existing document/records processes and take into account identified applicable regulatory document retention requirements.

- Collaborate with a variety of stakeholders to document, propose and implement business process improvements.

IV. Impact of Results

Data accuracy and reliability is improved, enhancing the quality of programme monitoring and reporting

Technical support in relation to data management and monitoring and evaluation supports an improved capacity for UNICEF and other key stakeholders

Programme design, implementation and decision making are informed by data and evidence

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • An university degree in Archival Studies, Records and Information Management, Library Sciences, IT, or related field(s) is required.
Experience:	<ul style="list-style-type: none"> • A minimum of two years of relevant experience in information management, design, setup, and implementation of knowledge/information management systems is required • Experience in designing and administering databases, data analysis and data visualization • Work experience in UN or other humanitarian organizations is an asset.

Language Requirements:	Fluency in English (written and verbal) is required. Knowledge of an additional UN Language (Arabic, Chinese, French, Russian, Spanish) is considered an asset.
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