



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Education Cluster Information Management Officer
Supervisor Title/ Level: National Education Cluster Coordinator
Organizational Unit: Education Cluster
Post Location: East Jerusalem

Job Level: NO-A
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 post works as part of the Education Cluster team in State of Palestine to lead on the Cluster Information Management functions including managing the data of the Education Cluster Incident Reporting Mechanism.

The cluster approach ensures 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 of the response. It aims to make the international humanitarian community better organized and more accountable and professional, so that it can be a better partner for the affected people, host governments, local authorities, local civil society and resourcing partners.

Strong IM 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 is therefore both a time critical intervention to support timely evidence-based decision making in the cluster/sector, but is also a responsibility and an accountability by its agreement to the *IASC Guidance on Responsibilities of Cluster/Sector Leads and OCHA for Information Management*

Information Management (IM) in a coordinated emergency response improves the capacity of stakeholders in analysis and decision-making through strengthened collection, processing, interpretation and dissemination of information and data at the intra and inter-cluster/sector level. Information and information management is, in this sense, the foundation on which decision-making for a coordinated and effective response is based.

Purpose for the job

The Education Cluster Information Management Officer (IMO) is a core Cluster Coordination team member. The purpose of this post is to manage the collection, analysis and sharing of information that is important for the Education Cluster members in State of Palestine to make informed, evidence based, strategic decisions. The IMO will also manage the data collection, analysis and presentation of the Cluster led mechanism for Education Incidents monitoring and reporting.

The IMO reports to the education cluster Coordinator and supports the cluster with the data and information required to make programmatic and advocacy decisions. The incumbent is to assist the Education cluster members with information in a way that is easily understood by the cluster members and the management and the decision makers to make important interpretations on the findings.

III. Key functions, accountabilities and related duties/tasks

General

- Report to the National Education Cluster Coordinator and respond to cluster needs for data and information; work under the guidance and direction of the cluster coordinator.
- Provide IM services to cluster for key decision making. These services will include data collection, analysis, presentation and dissemination processes relevant to the needs of the the education cluster, including maintaining 4Ws and maps and infographs production.
- Innovation, knowledge management and capacity building of cluster members on information management.

Data Gathering, Tools and Process

- Proactively gathering of information from cluster partners, government authorities, and local civil society organizations which may be of use to the Cluster for informing decisions, including violations against education data, school vulnerability data and needs assessments.
- Identify secondary data and information sources as part of the HNO development. Maintain an updated cluster secondary data review sheets.
- Adapt appropriate existing IM tools including those available in-country (including from other clusters) and global level and utilize them in disseminating information among cluster partners.

- Identify barriers for information collection, analysis and sharing and work with the cluster coordinator to develop appropriate supportive strategies to mitigate them. This can include convincing agencies of the purpose and importance of collecting and sharing data/information by providing a timely, added value service to all stakeholders

Needs Assessment

- Needs Assessment: as appropriate, design of data collection tools, ensuring that the purpose and use of all data collected is clear, questions are simple, clear, collectable and easily collatable, highlighting where potential problems might arise; organize and manage the data input and initial analysis and presentation of data for the sector/cluster; Lead on compiling assessment results from all partners and analyse the information coming out of these assessment in reader friendly tools.
- Lead on Inter Cluster assessments and Multi Sectorial Needs Assessments with OCHA and the ICCG.

Reporting on Violations Against Education

- Collect and compile all incidents reported and violations data reported by different partners in one database.
- Clean, review and analyze violations data reported by cluster partners.
- Liaise with OCHA to align the cluster mechanism data into OCHA's databases (Protection of Civilians Database and dashboards)
- Manage the education cluster online violations reporting database
- Support the Cluster coordinator in developing regular violations against education reports, and lead on producing graphs, maps and infographs to include in these reports.

Monitoring

- Manage the Who does What Where When (5W) database and derivative products, such as maps and dashboards
- Identify Needs and gaps for the sector;
- Inventory of relevant common Cluster data sets, including population data disaggregated by age and sex;
- Development of simple, user-friendly emergency sector monitoring reporting formats in consultation with the MoE, cluster partners and other key stakeholders
- Manage data on the humanitarian requirements and contributions (financial, material, human as appropriate)

Dissemination and Access to Information for Stakeholders

- Manage inventory of relevant documents on the humanitarian situation, i.e. mission reports, assessments, evaluations, etc;
- Develop simple and effective methods to share information in an appropriate way (ie not all stakeholders have access to the same type of information systems) using internet, e-mail groups, hard copies, verbal feedback at cluster coordination meetings and dissemination to affected communities as part of accountability to affected populations; consider translation into local languages as appropriate.

Information Management Intra and Inter-Cluster Liaison

- Liaise with OCHA and IM Focal Points in other sector/clusters – share information as appropriate and identify and gather information from other sector/clusters which can inform sector response and preparedness decisions
- work with OCHA to establish the systems and processes needed for effective information sharing with cluster partners related to inter-cluster coordination

- Liaise with local and national authorities on data – particularly to assess and access existing information
- Liaise with UNICEF Monitoring and Evaluation experts to gather and share information – especially for background data and sources of information in-country

Training and capacity building of cluster partners

- Promote and support IM training of other UNICEF staff, cluster partners, Gov and humanitarian personnel and capacity building of humanitarian partners, as required.

Other

- Any other tasks that may be required (within reason) to achieve the objective of this assignment

IV. Impact of Results *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF’s capacity in achieving its goals)*

The efficient and effective technical, and operational support provided to the effective information management and reporting of the education cluster, contributes to achievement of goals and objectives to create a protective learning environment for children, ensure safe access to schools in West Bank and Gaza and protect schools from attacks.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) 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:	<p><u>Education</u></p> <p>University Degree in Data management, Geography, sociology or other social science field is required.</p>
Experience:	<p><u>Work Experience</u></p> <p>A minimum of one year of professional experience in data analysis information management, management of database and geographic sciences.</p>
Technical Skills	<ul style="list-style-type: none"> • Strong knowledge of Excel and preferably SPSS or other data analysis software. • Understanding of GIS/Cartographic outputs and ability to collect and organize data to support their production (potentially to be produced by others); • Ability to present information in understandable tables, charts, infographics and graphs • Ability to maintain and manage website content for the cluster • Data storage and file management expertise • Assessment, Survey, and Monitoring and Evaluation expertise • Communications and technical writing using both graphic and narrative presentations • Information Technology and networking skills • Experience in web design and programming • Knowledge of mapping software is an advantage.
Language Requirements:	<p>Fluency in English and Arabic. Additional language(s) an asset</p>