



UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE

I. Post Information

Job Title: Info Management Officer (Child Protection NO2, Supervisor Title/ Level: Child protection specialist , P3, Organizational Unit: Programme Monitoring & Evaluation Post Location: Buea , Cameroon	Job Level: NO2 Job Profile No.: CCOG Code : Functional Code : Job Classification Level: NO2
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II. Job 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, Nutrition, WASH, 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. Therefore, the focus on equity is 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.

Strategic office context: UNICEF is implementing the programme under the framework of 5 years Country Programme document to address national and national priorities and emerging needs faced by the most vulnerable children. This expansion of the child protection, nutrition and WASH Programme is being implemented through technical cooperation, capacity building, supply delivery, and communication and advocacy strategies aiming to strengthen national capacity in the areas of Nutrition, Health, Water, Sanitation and Hygiene (WASH) and Child Protection.

Purpose for the job: Under the supervision of the Child Protection Specialist Buea Office, the purpose of the job is to support and strengthen sector information systems to produce disaggregated data as required to fill reporting needs and evidenced-based decisions to support Child Protection performance monitoring in programme and CP Area of Responsibility for NWSW regions. More specifically he/she will ensure situation monitoring and assessment, programme performance monitoring, identify capacity needs and

address the needs of information systems at sectorial level. He/she will also support stakeholders at central, decentralized, and community levels to use the information generated to make informed decisions for daily management of issues related to child protection programme interventions and CP AoR .

III. Key functions, accountabilities, and related duties/tasks:

Daily, the Information Management Officer would be expected to collect, collate, and store results and data from the field in a centralized database. The Information Management Officer, under the supervision of the Child Protection specialist and in collaboration with the Chief of Field Office will ensure regular data collection and analysis for real-time monitoring of performance indicators in development and emergency context.

- Maintain a database and dashboard to track core performance indicators for Child Protection programmes and CP AoR, analyze trends and provide detailed feedback to the sections.
- Provide quality assurance of situational and periodic performance reports Provide data analysis on survey data and other data received. Use this data to support the preparation of regular reports, including the Situation Report for the Cameroon Humanitarian response, donor proposals, periodic performance reports and programme analysis as needed.
- Provide Information Management services to support population data management, including population estimation, information flows from established systems and movement tracking.
- With IM colleagues in UNICEF, clusters, and partners supports an IM network as part of emergency preparedness and risk-informed programming. Attend inter-cluster IM meetings.
- Provide technical support to the strengthening of Child Protection routine information management systems including the 5Ws for internal and inter-agency CP AOR sitrep
- Provide technical guidance on information and knowledge management systems to promote the use of evidence to inform policy and decision-making.

2. Capacity building

The Information Management Officer is expected to build the capacity of the child protection staff and member of CP AoR members to collect, clean, analyze and use data for evidence-informed programming.

- Support the child protection teams in the analysis of data and information and perform data quality and consistency control, ensuring harmonization of humanitarian performance monitoring with the regular programme.
- Develop and implement capacity building plans around data and information management, monitoring, and innovative, creative, and effective ways of data gathering, analysis, and visualization for UNICEF staff and partners as required.

3. Mapping

- Prepare visuals and infographics as requested, including geospatial maps.
- Develop snapshots for internal and external purposes, develop maps to support UNICEF's and partners' programming and performance monitoring, and build the capacity of Child Protection AOR members and implementing partners to collect, record, collate and analyze data.
- Leverage Geographic Information Systems (GIS) for map production and geographic data.

4. Support assessments and monitoring, including the development of tools for data collection and processing.

- Support assessments and monitoring, including the development of tools for data collection and data entry, review, and support procedures for regular programme interventions and joint assessments in line with UNICEF's Core Commitments for Children (CCC) in Humanitarian Action and provide capacity building on quality data collection that is in line with CCCs and humanitarian principles notably to programme staff.
- Regularly participate in the implementation of monitoring missions as required, gathering information to be included in reports.

5. Knowledge management and document archiving

- Maintain an archive electronically of useful tools, information, studies, publications, etc.
- Provide technical support to the documentation of lessons learned from Child Protection programme interventions in the field.

To qualify as an advocate for every child you will have.

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

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

VII. Recruitment Qualifications

Education	<p>Education:</p> <p>First University Degree in the relevant field in computer science or a related field such as information systems, information and communication technology, library, geographic sciences, or engineering is highly desirable. Education in other areas will be considered with proven and relevant professional work experience.</p> <p>Knowledge and experience in using Adobe and ArcGIS are highly desirable.</p>
Experience:	<p>2 years of relevant professional experience, in the field of data and information management systems and data analysis. Proven technical experience in the development and use of innovative technology, particularly in the areas of data, humanitarian performance monitoring, use of mobiles and open source, and training in the related field is highly desirable</p>
Language Requirements:	<p>Fluency English and basic in French is required.</p>
<p>7. Submitted by: CFO, Buea Name and Title: Muhammad Idrees Khan</p> <p>Date: _____ Signature: _____</p>	
<p>8. Review & Endorsement:</p> <p>1) Reviewed by Human Resources: Marie Sagna-Nadji Date_____ Signature _____</p>	
<p>9. Approved by: Representative: Nadine Perrault</p> <p>Date: _____ Signature: _____</p>	