



UNITED NATIONS CHILDREN'S FUND  
JOB PROFILE

**I. Post Information**

Job Title: **Information Management Officer (Nutrition)**  
Supervisor Title/ Level: **Humanitarian Affairs Manager/P4**  
Organizational Unit: **Field Operations and Humanitarian**  
Post Location: **116647**

Job Level: **NOB**  
Job Profile No.:  
CCOG Code:  
Functional Code:  
Job Classification Level:

**II. Strategic office 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.

**Strategic office context :**

Lebanon is currently facing a complex humanitarian situation - the deepening economic crisis, compounded by the long-lasting effects of the refugee crisis, the impact of August 2020 Beirut blast, and Covid-19 Pandemic. To address increasing concerns over the impact of the compound crisis on nutrition status and Infant and Young Child Feeding, Nutrition Sector was Established under the HCT in late 2020.

As malnutrition is an emerging area of public health significance in Lebanon, there is need to strengthen the analysis of both programmatic and survey data to inform on the evolving nutrition situation and strengthen evidence base for nutrition response. To ensure the nutrition sector/taskforce functions optimally, there is a need for Information Management capacity to coordinate partners' efforts to respond.

**Purpose for the job:**

The Information Management Officer (IMO) will be a core Nutrition Sector Coordination team member. The purpose of this post is to manage the collection, analysis and sharing of information that is important for the Sector partners to make informed evidence-based strategic decisions for the collective response. The IMO will be an integral team member to ensure the nutrition sector performs its core functions as described in **the IASC Cluster Coordination Reference Module, IASC, July 2015 and these core functions are as follow:**

1. Supporting service delivery
2. Informing strategic decision-making of the HC/HCT for the humanitarian response
3. Prioritization, grounded in response analysis
4. Advocacy
5. Monitoring and reporting the implementation of the sector strategy and results; recommending corrective action where necessary
6. Build national capacity for contingency planning/preparedness for recurrent disasters whenever feasible and relevant.
7. Accountability to affected population.

With the support of the Nutrition Sector Coordination Team and under the technical supervision of the Nutrition Sector Coordinator, the Nutrition Sector IMO will be responsible for providing support to the Nutrition Sector at the national level as well as at Regional levels in Lebanon as will be required. The incumbent will collect and organize data on nutrition sector coverage and programming results and then produce and share information on response, showing results, gaps and trends with sector partners and the Sector Lead Agency to facilitate a timely and effective nutrition response and demonstrate whether results and impact are achieved or not. Network with sector partners as well as cross sector (in collaboration with OCHA and UNHCR) to encourage information sharing, sharing of assessment and survey results. The IMO will ensure that there is effective communication, reporting, engagement, and coordination of information management tasks between National and Regional levels.

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

#### **Supporting service delivery/outputs:**

- In consultation with sector partners and sector coordination team, identify key humanitarian IM products, develop/adapt templates for collecting this information, support the sector and the sector partners in producing a consolidated IM product in a periodical manner.
- Support sector coordination team in conducting the mapping of all current and potential actors—government, national and international humanitarian organizations as well as national institutions, the private sector through provision of regular inputs/updates to on the sector ¾/5 W's (Who, What, Where, When and for Whom) matrix, sector priority response matrix and other tools.
- Facilitate information flow between the sector and sector partner programs by clearly outlining how data is collected, collated, and analysed, and facilitate the identification of information gap gaps geographically and programmatically.
- Assist in developing mechanisms to eliminate duplication of service delivery based on existing data and proactively strive for effective methods of acquiring data from the relevant stakeholders to fill information gap.
- Support the sector coordination team in 2rganizing and participating in regular sector coordination meetings aim at information sharing for appropriate coordination between all nutrition humanitarian partners.

- Prepare sector meeting minutes and circulate the sector meeting outputs, presentations & minutes.
- Regularly update and maintain contact list of all nutrition sector partners and working groups.
- Web development – Maintenance:
  - In consultation with partners, review information/knowledge management for the sector, including storage and means for sharing different information ex. Mail or shared folder in situation where sensitive information is not recommended for sharing through the sector website.
  - Timely initiation and maintenance of the Nutrition Sector website by regularly uploading key documents and information relevant to nutrition sector activities, and removing outdated information.
  - In case the website needs to be restructured, take a lead role in such a restructuring by requesting OCHA/UNHCR. Support and communicate any website issues to OCHA/UNHCR.

**Informing strategic decision-making of the HC/HCT for the humanitarian response:**

- Manage an inventory of database that contains relevant documents on the humanitarian situation (multi-sectorial assessments, nutrition surveys, and SMART surveys, assessment reports of other relevant sector such as WASH, Food Security, Health etc., and other relevant information).
- Provide IM support for the preparation of the HNO and nutrition situation analysis using GIS for geographic data management, analysis and production, compile the data and create maps in a timely manner and as needed to assist the nutrition sector activities as well as partners and other stakeholders. Produce maps but not limited to the following products:
  - Operational presence
  - NiE interventions coverage
  - Nutrition priority/response/gap maps
  - Survey coverage/results maps
  - Other maps as agreed by the partners

**Prioritization, grounded in response analysis, and advocacy:**

- Work with sector partners to keep and maintain an up to date database and information for nutrition programming. Make this information available to facilitate planning and to facilitate impact assessment of the sector response by the sector and other stakeholders. Update the database and reporting tools structure as needed, aligning with revisions of the Flash Appeal / Humanitarian Response Plan.
- Together with the sector coordinator/co-coordinator, estimate both geographic and programmatic coverage of programmes and produce coverage maps. Update inputs for mapping formats as needed to support the continues review of the nutrition sector activities.
- Support and provide input into the preparation of situation reports with emphasis on sector achievements by providing relevant and up to date information
- Compile regular inputs on the emergency affected areas for the national/regional levels with the expected outputs which included but not limited to:
  - Sector meeting support material (e.g. maps, CMAM data)
  - Sector bulletins/newsletter/dashboards
  - Nutrition sector operational planning/response matrix
  - Monthly/weekly summaries of nutrition activities for required situation reports (sitreps) and for programming.
  - Provide 3/4/5 W's and other data to OCHA/UNHCR as requested

- Support the nutrition sector in developing regular country/regional level data and information based on agreed outputs and share this information with stakeholders through a website or similar means e.g. through dashboards and newsletters or bulletins.
- Work with sector partners to identify information gaps at national and regional levels and propose ways to bridge information gaps
- Work with the OCHA/UNHCR Information Management Specialist to develop appropriate supportive IM strategies for inter- sector collaboration.
- Provide information management support in calculating the caseload for NiE interventions.
- Support the sector in development a framework for monitoring and evaluation of the sector response plan and support the development of indicators that sector needs to monitor, linked to the response plan.
- Where applicable, participate in the Inter- sector IMWG and represent interests of Nutrition sector in it.

**Monitoring and reporting the implementation of the sector strategy and results:**

- Undertake regular monitoring visits to review the responses and provide oversight for quality control for partners reporting.
- In consultation with partners, develop/adapt and roll out monitoring and reporting system for the nutrition sector, in line with the sector Response Plan. Review the system each time the Sector Response Plan is modified to ensure that the system can capture newly identified indicators.
- In collaboration with the sector coordinator, rectify any gaps identified in reporting against the Nutrition sector indicators for service delivery (quantity, quality, coverage, continuity and cost) by regularly communicating and discussing the gaps with sector partners and providing technical support aim at enhancing timely and quality reporting.
- Work with sector partners on reporting sex and age disaggregated data, that should inform Nutrition sector analysis.
- Maintain/streamline monthly & weekly collection of reports from partners; work with partners to identify issues with regards to reporting and devise ways to solve them together with sector partners.

**Build National Capacity for Preparedness and Contingency Planning:**

- Promote and provide training and capacity building activities of the Nutrition Sector partners for reporting, use of the IM outputs, etc.
- Support the sector coordination team and sector partners in preparedness and contingency planning: consolidation of inputs by partners for the ERP, maintenance/update of the nutrition database to ensure quick access to data for analysis, and other IM tools, etc.

**Accountability to Affected Population:**

- Support the sector coordination team and sector partners in setting up and maintaining a sector complaint and feedback mechanism based on the inputs/guidance provided and feedback regularly to the sector partners.

