



UNITED NATIONS CHILDREN'S FUND (GENERIC) JOB PROFILE

I. Post Information

Job Title: IM Officer (Nutrition Cluster) Supervisor Title/ Level: Nutrition Manager/ Specialist Cluster (SectorCrd) (L4/ L3) Organizational Unit: Post Location: Country Office	Job Level: Level 2 Job Profile No.: CCOG Code: 1C Functional Code: KMA Job Classification Level: Level 2
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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, WASH, Education (co-led), and Child Protection Area of Responsibility (AoR) within the Protection Cluster, UNICEF is committed to fulfil the core functions defined by the IASC when the clusters are activated or when UNICEF is asked to support sectoral coordination.

A well-run Cluster/Sector/Working Group 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 IM Officer is a core member of the Cluster/Sector/Working Group coordination team.

Job organizational context: The IM Officer GJP is to be used in a Country Office (CO) where the Manager/Specialist is at P4 or P3 and the Representative is at P5 or D1. The post-holder will be based in a sub-national Sector/Working Group, or a smaller office within a regional hub. The position reports to a Manager/Specialist for general guidance and direction.

Purpose of the job:

Under the overall direction and guidance of the Manager/Specialist (SectorCrd), the IM Officer will manage the IM function of the Sector/Working Group at the sub-national level. They are responsible for ensuring IM processes effectively contribute to a well-coordinated, strategic, adequate, coherent, and effective response by participants in the Sector/Working Group 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 IM Officer is responsible for managing the collection, analysis, and sharing of information that is essential for the sub-national Sector/Working Group participants to make informed, evidence-based, strategic decisions and for ensuring they are adequately coordinating with the national level.

III. Key function, accountabilities and related duties/ tasks

The post holder is responsible for supporting the information management function to enable the effective functioning of the Sector/Working Group at the sub-national level and the achievement of the core functions throughout the Humanitarian Programme Cycle in order to facilitate a timely and effective 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 implementation and monitoring of the core functions of the Sector/Working Group (as outlined by the IASC Reference Module) and to the Humanitarian Programme Cycle (HNO, HRP, and CCPM).
- Support the IM function of the Sector/Working Group and collaborate with other members to ensure efficient communication, reporting, and engagement.
- Actively participate in relevant Information Management Working Groups (IMWGs), including involvement in the Sector/Working Group IMWG and representing the Sector/Working Group in the inter-cluster IMWG at the sub-national level.
- Advocate for standardized and coordinated approaches to information management across partners, Areas of Responsibility (AoRs), Clusters, Sectors, Working Groups, and OCHA at the sub-national level.

IM function support:

- Implement an IM strategy and data collection/analysis plan at the sub-national level considering stakeholders' information needs, adhering to ethical data management standards, and aligning with the national-level IM strategy and plan.
- Conduct regular secondary data reviews and primary data collection, including questionnaire design using appropriate tools.
- Process data, encompassing organization, cleaning, triangulation, evaluation, and validation.
- Analyze data to address identified information needs of sub-national Sector/Working Group members and other stakeholders.
- Create accurate, quality, and timely information products following agreed style guides.
- Disseminate information and products through suitable channels.
- Maintain and ensure accessibility of a shared secure storage system.
- Collect feedback on IM products for enhancements.

Needs assessment and analysis:

- Collaborate with other members of the Sector/Working Group at national and sub-national levels, contributing to needs assessment and analysis, including joint assessments when requested.

- Collect information on economic needs, markets, and price monitoring to support various program delivery modalities at the sub-national level.
- Collaborate with sub-national Sector/Working Group participants to identify and address information gaps by offering technical support to partners.
- Analyze needs assessment data, including estimating People in Need (PIN) for relevant reports at the sub-national level.
- Contribute to comparing and aligning joint needs analysis findings with other relevant entities and participate in report development as required at the sub-national level.

Strategic response planning:

- Implement partner presence mapping at the sub-national level.
- Contribute to strategic planning, response prioritization, and the development of relevant response plans, including setting objectives, indicators, and targets.

Resource mobilization:

- Monitor and analyze the financial situation of the sub-national Sector/Working Group, supporting financial tracking.
- Advocate for financial reporting through appropriate channels.
- Support evidence-based advocacy and resource mobilization by providing accurate, relevant, and timely data.

Implementation and monitoring:

Implement and maintain a monitoring plan and associated databases at the sub-national level, ensuring alignment with national-level databases.

Ensure monitoring plans cover program delivery modalities and support timely and quality reporting on relevant platforms.

Monitor information flows, processing, analysis, and dissemination.

Contribute to gap and coverage analysis for the sub-national humanitarian response.

Monitor adherence to relevant quality standards and regulations at the sub-national level.

Operational peer review and evaluation:

Participate in relevant performance monitoring exercises and evaluations.

Accountability to affected people:

Promote accountability to affected populations, maintaining effective feedback mechanisms, systematically collecting and analyzing data about the most vulnerable, and encouraging partners to work accountably.

Ensure inclusion of cross-cutting issues in data collection, analysis, and dissemination.

Adhere to child safeguarding and PSEA policies.

Strengthening national and local capacity:

Support actions to enhance local and national leadership and capacity, encouraging participation in IM activities and assisting partners in overcoming technical and operational challenges.

Implement an IM capacity assessment and development plan for sub-national Sector/Working Group partners.

IV. Impact of Results

The IM Officer supports the IM function within the Sector/Working Group at the sub-national level, providing enhanced visibility and clarity regarding needs and gaps. This aids evidence-based decision-making, fundraising, and advocacy efforts, contributing to the effectiveness of the

Sector/Working Group. Effective IM plays a critical role in coordination, bolstering the predictability and accountability of humanitarian actions in line with overarching principles. It ensures a well-coordinated, strategic, and efficient humanitarian response, promoting the resilience of affected populations. Additionally, it strengthens the credibility and capacity of organizations to fulfill their commitments according to relevant guidelines.

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

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies for Staff with Supervisory Responsibilities

- 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)

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)
- Drives to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

IM Competencies

- Applies Humanitarian Principles, Standards and Guidelines (1)
- Applies Key NiE Concepts and Tools (1)
- Operates Safely and Securely (1)
- Demonstrates Commitment to a Coordinated Response (1)
- Promotes Cooperation and Collaboration (1)
- Demonstrates Accountability (1)
- Promotes Inclusion (1)
- Provides Reliable Support to the Cluster (1)
- Collects Relevant Data (1)
- Handles and Stores Data Efficiently and Sensitive (1)
- Communicates and Disseminates Information (1)
- Monitors the Response (1)
- Strengthens National Capacity to Respond and Lead (1)

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

VI. Recruitment Qualifications	
Education:	<p>A 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/ Working Group.</p> <p>Formal training in Cluster/ Sector/ Working Group Information Management or an advanced university degree are considered an added advantage.</p>
Experience:	<p>A minimum of 2 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 in demonstrating strong information management skills in a professional context is essential for this post.</p> <p>Experience in a humanitarian context is required.</p> <p>Experience working in the humanitarian coordination system is considered an asset.</p> <p>Extensive work experience outside the humanitarian sector which is relevant to this post may be considered in lieu of humanitarian experience.</p>
Language Requirements:	<p>Fluency in English and the official UN language of the duty station are required. Knowledge of other official UN languages is considered an asset.</p>

VII. Technical requirements
<p>The post holder must demonstrate good knowledge and skills in the following areas:</p> <p>Humanitarian architecture, cluster approach and core functions</p> <ul style="list-style-type: none"> • 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). <p>Humanitarian principles, standards and guidelines</p>

- 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.

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 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.

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VIII. Child Safeguarding	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point or investigator (OIAI)?	No
Is this post a direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?	No
Is this post a child data role in which the incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data or photos?	No
The selected candidate for the position will be required to engage with vulnerable children?	No