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|  | **UNITED NATIONS CHILDREN’S FUND**  **IMO JOB PROFILE** |

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| **I. Post Information** | |
| Job Title: **Nutrition Cluster Information Management Officer**  Supervisor Title/ Level: **Nutrition Cluster Coordinator**  Organizational Unit: Field Operations and Emergency:  Post Location: **Teleworking from Home and mission to Sudan as needed.** | Job Level: **P3**  Job Profile No.:  CCOG Code:  Functional Code:  Job Classification Level: **Level3** |

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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.  UNICEF is committed to supporting 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 Cluster Lead Agency (CLA) for Nutrition, UNICEF is committed to fulfilling the core functions defined by the IASC when the clusters are activated as in the case of Sudan. A well-run Cluster coordination team is a formal deliverable of the Cluster Lead Agency and forms a part of the agency’s work.  Following the conflict that erupted in mid-April 2023 in Sudan, the need for timely collection, analysis and sharing reports and other updates with partners and strategic stakeholders has increased significantly, with the reporting schedule shifted from monthly to weekly or fortnightly. Addressing these rapidly evolving needs has challenged the stretched existing Information management capacity that is not able to meet or cope with the ever-growing information needs and timely reporting. This prompted UNICEF as the cluster/sector lead agency to request support from Standby partners to fill the gap for short term. Given that, the urgent need for timely collection, analysis and reporting will be needed for foreseeable future, UNICEF is strengthening the nutrition sector IM capacity by hiring additional personnel.  **Job organizational context:** The Information Management Officer (IMO) will provide Information Management (IM) support to Sudan Nutrition cluster/Sector for a duration of one year. The urgent need for this virtual support has been prompted by the current conflict/crisis in Sudan that has led to increased critical humanitarian needs and specific nutrition cluster information management needs. The IMO will report to the Nutrition cluster coordinator. The IMO will collaborate with the country office emergency team and nutrition information management staff as well as partners nutrition management focal points  Purpose of the job: The Information Management Officer is a core Cluster/Sector Coordination team member. The purpose of this support is to reinforce the existing capacity and information management systems for the Nutrition Cluster in Sudan to manage the collection, analysis, and sharing of information that is important for the Cluster participants and stakeholder to make informed (evidence-based) strategic decisions. This will be done through the synthesis of nutrition information and preparation of reports, creation/updating of national and subnational level dashboards, early warning and early action analysis at various levels, preparing updates for regular and strategic sector meetings at national and sub national levels. |

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| III. Key function, accountabilities, and related duties/tasks |
| The key function of the IMO is to reinforce and the information management systems at the national and sub-national level in Sudan,  The responsibilities of the IMO include:   * In collaboration with the nutrition sector/cluster information manager, review the nutrition sector information management systems and support cluster/sector coordination team and partners to address identified gaps. * Use GIS and other tools to prepare accurate, quality, and timely IM products such as maps, interactive dashboards, infographics etc at National and State levels and geographic data management for country level outlook * Adopt and promote the use of global standards on information management for comparability. * Support in conducting data collection, processing including cleaning, validating, analysis of nutrition data and information important to the nutrition sector/cluster * Disseminate information and information products that has been cleared through appropriate channel to nutrition sector partners and stakeholders. * Gather feedback on IM products and use to make improvements. * Support in updating Nutrition Cluster/Sector partners capacity mapping, 4Ws, partners funding status and any other IM products. * Prepare admissions trends to guide in identifying and flagging sites where nutrition situation is rapidly evolving for timely actions * Conduct triangulation analysis of data and information from other sectors such as Health, WASH, Food Security and Livelihood etc, * Support in preparing and conducting monitoring of the malnutrition risk factors based on framework that will be agreed by nutrition sector partners, map how they are evolving and impacting nutrition * Support the development of the nutrition sector HNO and HRP as well as the nutrition sector annual work plan as it might arise. * Support the nutrition sector IMO to prepare deliverables and inputs/products and submit to OCHA as part of the nutrition sector obligations to the HPC reporting cycle and tools. * In collaboration with sector IMO and partners conduct nutrition data quality analysis at both national and sub national level and prepare plan to address data quality gaps identified. * Contribute to and support consolidation of sector quarterly bulletins, sitreps and regular information updates, including nutrition assessments related updates * Support evidence-based advocacy and resource mobilization by providing accurate, relevant, and timely data, information, and information products. * Support in developing and maintaining catalogs of IM and data products, including maps and assessments. * Promote and provide training and capacity building activities of the Nutrition Cluster/sector partners on reporting, use of the IM outputs, etc. * Support sub national coordinators in conducting monthly analysis and interpretation of nutrition data and other contextual information that might be collected in the hub/states * Support in updating the nutrition sector webpage on the humanitarian relief web managed by OCHA * Represent the nutrition Sector in the Information Working Group coordinated by OCHA when the IMO is not around. * Prepare ad hoc data collection tools, analyse, and respond timely to partners and stakeholders’ data and information requests as needed * Participate and support the implementation of annual cluster coordination performance monitoring (CCPM) exercise and annual review * Follow up nutrition sector partners reporting on AAP, analyses the implementation based on agreed tools and indicators and update partners through nutrition sector/cluster forum. * Adhere to child safeguarding and PSEA policies including procedures for challenging and reporting incidents and ensure other members of the IM team comply. * Support other IM needs that align with CLARE II recommendations * Perform any other IM related activity as might arise. |

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| IV. Impact of Results |
| The IMO provides IM support to Sudan Nutrition cluster Information manager and reinforces the capacity of national staff IMOs in UNICEF, the FMOH and /or States and/or NGO partners, where applicable. This contributes to the predictability and accountability of humanitarian action, in line with the aims of the cluster approach and IASC principles, and ensures that the humanitarian response is well-coordinated, strategic, adequate, coherent, effective and builds the resilience of the affected population.  It is also envisaged that, the additional IMO support will contribute to improve timely availability of nutrition data and information and therefore guide sector strategic decision making, planning and advocacy based on well-generated evidence . It also contributes to maintaining and enhancing the credibility and ability of UNICEF to fulfil its commitments as Cluster Lead Agency, in line with the CCCs. |

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| V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles) |
| Core competencies:   * Understands the rationale behind Humanitarian Reform, its main components and recent developments including the Transformative Agenda. * Understands, uses and adapts the tools, mechanisms and processes developed as part of Humanitarian Reform * Demonstrates commitment to Humanitarian Principles - https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples\_eng\_June12.pdf * Demonstrates commitment to Principles of Partnership - http://www.globalhumanitarianplatform.org/doc00003804.doc * Communicates, works and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required * Thinks and acts strategically and ensures that cluster activities are prioritised and aligned within an agreed strategy * Demonstrates commitment to the cluster and independence from employing organisation * Builds, motivates and leads information management team   Technical competences   * Understands key technical issues for the cluster sufficiently well enough to be able to: engage with cluster participants; understand their cluster-specific information management needs. * Excellent knowledge of MS Excel or MS Access (e.g. pivot tables and functions); proven technical expertise for managing data capture and storage, for analysing diverse datasets, and presenting information in understandable tables, charts, graphs and reports; knowledge of establishing and managing basic websites (e.g. UNOCHA’s Humanitarian Response platform- the HPC tools); proven skills in using GIS and map-making packages, and in web design and software development are an asset |

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| **VI. Recruitment Qualifications** | |
| Education: | Master degree in information management or related field is required. A first level university degree with an additional two years of experience in information management may be accepted in lieu of the advanced university degree.  Formal training in cluster/Sector information management an advantage |
| Experience: | Five (5) years progressively responsible humanitarian work experience with UN and/or NGO, including information management in the first phase of a major emergency response relevant to the cluster/sector  Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience. |
| Language Requirements: | Fluency in English is required. Knowledge of other languages is considered an asset, particularly the language of the duty station (Arabic). |

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| **VII. Technical requirements** |
| The post holder must demonstrate excellent knowledge and skills in the following areas:  **Humanitarian architecture, cluster approach and core functions**   * 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).   **Humanitarian principles, standards and guidelines**   * Core Commitments for Children in Humanitarian Action, (2020), UNICEF, * Cluster Coordination Guidance for Country Offices (2015), 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.   **Nutrition in Emergencies principles, standards, concepts, tools and resources**   * Key issues in nutrition programming in humanitarian settings including:   + Measuring and monitoring the nutrition situation,   + Identifying needs and interventions,   + Designing and managing nutrition programmes,   + Adopting integrated and systems-based approaches to programming,   + Engaging communities for nutrition action,   + Coordinating and collaborating with others,   + Advocating for improved nutrition outcomes,   + Promoting resilience to shocks,   + Strengthening capacities to protect, promote and support nutrition,   + Promoting access to nutritious diets,   + Protecting and supporting infant and child nutrition,   + Protecting nutrition in middle childhood and adolescence,   + Protecting nutrition in women of child-bearing age,   + Protecting nutrition in people with additional needs related to health, age, disabilities or context,   + Early detecting and treating malnutrition. * Essential Nutrition Actions: Mainstreaming Nutrition Through the Life-Course, (2019), WHO, * Global Action Plan on Child Wasting: A framework for action to accelerate progress in preventing and managing child wasting and the achievement of the Sustainable Development Goals, (2020), * No Time to Waste – UNICEF's approach for the prevention, early detection and treatment of wasting in early childhood (2021), * Nutrition Cluster Handbook (2013), * Nutrition Cluster Coordination and information management toolkits, * Sustainable Development Goals, Goal 2: Zero Hunger, * UNICEF’s Approach to Scaling Up Nutrition: For Mothers and their Children, (2015), * UNICEF Nutrition Strategy 2020-2030, (2020), * UNICEF Programming Guidance: Improving Young Children’s Diets During the Complementary Feeding Period (2020). |

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Endorsed: National Nutrition Cluster Coordinator

Date: 03 Aug 2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Approved: UNICEF Representative

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