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| unicef | **UNITED NATIONS CHILDREN’S FUND**  **Specific Job Description** |

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| **I. Post Information** | |
| Job Title: Information Management Officer  **Level: NOB**  Supervisor Title/ Level: Monitoring Manager/P4  **Organizational Uni**t: PMR  **Post Location**: Sana’a | Job Level:  Job Profile No.:  CCOG Code:  Functional Code: PMR  Job Classification Level: |

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| 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**  UNICEF established a presence in Yemen in the 1970s to respond to the urgent needs of children in the poorest country in the Middle East. In 1991, Yemen ratified the Convention on the Rights of the Child and it was enacted immediately. Since then, the country has been making steady progress for children until it plunged into a brutal conflict in 2015 but even before that, Yemen needed large amounts of humanitarian assistance.  Yemen is currently facing one of the biggest and most complex humanitarian crises in the world. The current humanitarian emergency is characterized by multiple crisis including food insecurity, economic collapse, access constraints, high inflation rates and breakdown of public services. The protracted war has crippled the social service infrastructure and social capital affecting service delivery systems in the country. Disease outbreaks such as cholera and diarrhoea are common. Malnutrition remains high with over 2 million children below the age of five years and 1.1 million pregnant and lactating women estimated to be acutely malnourished in 2019. Grave child rights violations by parties to the conflict remain a threat to children’s survival.  In collaboration with local authorities, non-governmental organizations and community partners, UNICEF is working in Yemen to respond to the needs of children throughout the country with a continuum of services to help children survive and grow to their full potential. The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does - in programs, advocacy and in operations. The complex emergency context in Yemen requires a robust information management system led by innovative programme information management officers who provides timely, reliable data and analysis to the section for key operational as well as strategic decision making.  **Purpose for the job**  UNICEF considers information management as one of the key pillars for evidence-based decision making that enables the Country Office to lead its advocacy mandate for children affected by the conflict. The recruitment is aimed at institutionalizing and further strengthening the Information Management function at Yemen CO. The Information Management Officer (IMO) will play a critical role in humanitarian response planning, implementation, monitoring and reporting. The function will also be responsible for developing, implementing and managing an information management system for the Programme Sections and Field Offices. In addition, the IMO will play a key role in establishing reporting systems without duplication of reported results, in reviewing UNICEF’s programme achievements against targets per location, identifying gaps and coordinating with Programme Officers to recommend solutions facilitating course corrections and programme adjustments as necessary.  . |

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| III. Key functions, accountabilities and related duties/tasks |
| **The Information Management Officer will be responsible for the following key functions:**  **Analysis:**   * Conduct cross-sectoral analysis, identifying the correlation of data in different sectors, highlighting needs/response convergences and divergence, by needs by geography. * Conduct high level strategic analysis work, interpret results, draw conclusions and actionable recommendations to guide evidence-based decision making, inform future activities and optimise business opportunities. * Conduct data mining exercises to identify trends and patterns and provide analytical responses to the ongoing humanitarian response. * Support the CO in exploring innovative ways for analysing big data and/or complex data   **Information Management:**   * Work with all Sections and Field Offices to design an IM strategy for Yemen CO. * Identify the capacity needs for IMOs at sector and program level at both national and sub-national levels. * Develop and implement a capacity building plan, for short and long-term objectives of the programmes and IMOs. * Ensure a uniform and coherent reporting system, for inter-sectoral programmes, with reports/infographics/maps prepared in a timely manner based on needs. * Design and develop data security protocol, with programmes and sector, and ensure the confidentiality agreements with sector and programmes IMOs and partners. * Provide technical assistance and advice to the programmes and clusters. * Represent UNICEF in UN inter-agency IM working group meetings and activities.   **Innovation:**   * Develop needs assessment modules using the latest technologies and techniques. * Develop and implement latest online systems e.g. RapidPro, partnership reporting portal, eTools, business intelligence tools, etc. * Develop an innovative reporting system based on real-time data presentation and analysis module for the various programmes. * Developing latest technological solution for, surveillance, case management, alert system and other data collection system required by various programmes.   **Technical Support and Capacity Building:**   * Support YCO in overseeing the performance of all Information Management Officers. * Prepare the sectoral IM system training module. * Provide on-the-job training and supportive supervision to Section and Field Office IMOs on data collection, compilation and reporting to ensure timely delivery of monthly statistics. |

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| IV. Impact of Results |
| * Dynamic and cross-sectional centralized databases at country and field offices levels. * Data Quality Assurance mechanism * User-friendly interactive dashboards and visual products * Periodic analytical products reflecting programme achievements, trends, gaps and coverage. * Enhanced capacity of staff in information management and innovations |

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| V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles) | |
| **Core Values**   * Care * Respect * Integrity * Trust * Accountability | **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)   **\***The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others. |

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| **VI. Recruitment Qualifications** | |
| Education: | University Degree in computer sciences, geography/GIS, engineering, sciences), with experience in emergency countries preferred |
| Experience: | At least two years of relevant experience in Information and data Management, GIS, data analysis, monitoring or similar activities in humanitarian context.  Experience in conveying and managing Technical Working Groups and facilitating training is an asset. |
| Language Requirements: | Fluency in English and Arabic is required. |