UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: **Information Management Officer** Supervisor Title/ Level: Chief PME P5 Organizational Unit: Planning, Monitoring and Evaluation Section Post Location: Khartoum	Job Level: N2 Job Profile No.: CCOG Code: Functional Code: Job Classification Level: ==**NOB** Temporal Appointment==

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 *(Please outline the type of office this position is in, in addition to its supervisor)*:
The NOB IM Officer (TA) provide support to UNICEF SCO for information management for development and humanitarian programming under UNICEF sections and Sector Clusters under the general supervision of the Chief Planning, Monitoring & Evaluation, and in close collaboration with the Section Chiefs, the Field Operations and Emergency Chief and Sector Cluster Coordinators.

Purpose for the job *(Please outline the overall responsibility of this position)*
The Information Management officer will:
   i) ensure the technical leadership for UNICEF in identification and localization/GIS Mapping of vulnerable children affected by emergency and disasters, using available information from surveys and routine and administrative data collection, centralization and mapping for situational monitoring for better preparedness, targeting and coordination of effective development interventions and humanitarian response
   ii) support Programme Sections and closely work with the IM officers in FOE sections to support Cluster Coordinators in data collection and management of humanitarian information and
   iii) support Sudan's Country Office establishment of an effective functioning decentralized monitoring system by enabling centralization of performance data;

iv) performing the multi sector mapping of basic social services at community, locality and State level

v) support the validation of data for performance monitoring from sector Line Ministries Management Information Systems for Health, Nutrition, WASH, Education and CP

vi) provide capacity building on information management for UNICEF Sudan field offices and UNICEF national and local partners.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

1- As part of UNICEF Sudan Information Management Task Team, develop the accessible electronic information storage system for accurate, up-to-date information on the situation of children and for tracking CP and HRP results using UNICEF supported software providing back-up options and disaster recovery.

2- Conduct validation exercises to ensure that UNICEF recorded information is accurate, up-to-date, complete, and ready for re-use.

3- Support for transparency, accountability through enhanced ability to provide timely, accurate and complete inputs for reviews, corporate reporting requirements and audits.

4- Improved information sharing within UNICEF and for partners using interactive dashboards for ease of decision making ; and saving staff time and effort needed to find and report this information.

5- Strengthen the capacity of UNICEF staff at federal and state levels in data collection, storage and reporting using innovative and efficient methods of data collection, information processing, and application as required.

6- Support identification and localization/GIS Mapping of vulnerable children affected by emergency and disasters, using available information from surveys and routine and administrative data collection, centralization and mapping for situational monitoring for better preparedness, targeting and coordination of effective development interventions and humanitarian response

7- In coordination with Sections Heads, M&E Specialist and sector Information Management Officers, support the strengthening of Sector Line Ministries Management Information Systems for timely availability of sector routine data and ensure routine data collection, centralization and mapping of quantitative and qualitative monitoring of UNICEF and partners programmes & interventions for adequate consistency of data for better performance management of progress against expected outputs and outcomes into VISION-RAM (the Results Assessment Module), Donors Reporting and SitRep.Support humanitarian cluster information management coordination for UNICEF led by sector clusters ensuring technical guidance and coordination of sector IMO in collaboration with OCHA, other UN agencies, HACT, NGOs, etc.

8- Support UNICEF led clusters in completion of assessments, information management activities as necessary in coordination with Cluster Coordinators and Cluster Information Management.

9- Support Field Offices and State to strengthen Information Management System for regular administrative data collection, centralization, mapping and sharing for better decentralized humanitarian situation monitoring, responses plan, mapping of prioritized localities and communities (mapping of village data) for prioritization of the most disadvantaged children, etc.

IV. Impact of Results (*Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals*)

1. Effective IM support provided to identified Sections and Sector/Cluster leads.

2. An information management system will be in place for UNICEF priority areas and humanitarian cluster coordination including identification of data needs, collection, GIS mapping, centralization and analysis.

3. Quality evidence-results-based to meet UNICEF corporate reporting requirements (both development and humanitarian) and donor reporting serving to ensure UNICEF accountability to Government and target populations.

4. Better evidence-based programme coordination and planning using regular updated mappings and shared documentations on good practices and bottlenecks

5. Enhanced capacity of UNICEF Sudan staff and partners in information management.

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

i) <u>Core Values</u>	• i) <u>Core Values</u>
	i) <u>Core Values</u>
	• Care
	• Respect
	• Integrity
	• Trust
	• Accountability
	• Sustainability
	<u>Core Competencies (For Staff without Supervisory Responsibilities)</u> *
	- 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)

VI. Recruitment Qualifications

Education:	University Degree in Social Sciences, Statistics, Data sciences, Computer science or Information Management or related technical field.
Experience:	At least two years of professional work experience in Information and Management including data analysis and management. Experience in GIS is required. Experience in an international organization working for Sudan is desirable
Language Requirements:	Fluency in English and Arabic is required.