



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. POST INFORMATION

Job Title: **Information Management Officer (WASH)**
Supervisor Title/ Level: **WASH Cluster Coordinator (P3),
Post #121098**
Organizational Unit: **WASH Section**
Post Location: **Maputo, Mozambique**

Job Level: NO-2
Job Profile No.: 00121638
CCOG Code: 1B06e
Functional Code: WSH Job
Classification Level: NO-2

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 programmes, 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 more 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: This position is based in the UNICEF Mozambique Country Office in Maputo. (S)he will be provided supervision and guidance by the WASH Cluster Coordinator (P3). The WASH Cluster operates under the leadership of UNICEF (as WASH Cluster Lead Agency) with the Provincial Infrastructure Services (SPI) as the lead government agency at the provincial level and the National Directorate of Water at the national level. WASH Cluster meetings are being held regularly at the national level and biweekly at the provincial level to coordinate WASH humanitarian interventions among partners as well as assisting the government on overall sector humanitarian response coordination. The WASH Cluster is also currently active at the provincial level in Nampula, Zambezia and Cabo Delgado. The national WASH Cluster is providing technical support for all provincial clusters. In addition, inter-cluster coordination meetings are also been organized at the provincial level to share information and ensure coordination across sectors. Besides its WASH Cluster coordination lead role, UNICEF's programmatic response includes conflict displacement, natural disasters, and disease outbreak emergency response, with a large number of humanitarian

WASH actors contributing to the overall WASH Cluster response plan. The WASH Cluster also includes district level WASH Cluster focal points in the response areas.

Purpose of the job:

The Information Management Officer – IMO (WASH) will support the national and provincial WASH Cluster platforms. S(he) will also support the management of information for UNICEF’s WASH section, with a focus on WASH in emergency programme. In coordination with government authorities, and in line with national agreed strategies and prioritization, the IMO will provide leadership and facilitate WASH information management between WASH Cluster members and other humanitarian actors at national and provincial level. Methodology will include the liaison with WASH partners (government, NGOs) and other humanitarian coordination actors (including OCHA/HC-RC and other clusters’ IMO) for development and update of information management products related WASH sector response plans, needs assessments, gap analysis and monitoring updates. The IMO will also represent the WASH Cluster in the inter-cluster information management working group. Similarly, for the UNICEF WASH programmatic response interventions, the Officer will provide support on the monitoring of WASH in emergency activities reported under Project Cooperation Agreements.

III. KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

Summary of key functions/accountabilities:

- 1. Lead on the information management for the WASH Cluster**
- 2. Support the information management for the UNICEF WASH section, with focus on the WASH in Emergency program**
- 3. Support the UNICEF WASH in Emergency Programme monitoring and delivery of results**
- 4. Innovation, knowledge management**

1. Lead on the information management for the WASH Cluster

- Respond to the WASH Cluster participants’ needs for information.
- Adapt existing in-country Information Management approaches for collecting, analysing and reporting cluster/sub-cluster activities and resources, and identifying information gaps.
- Establish and maintain information databases that consolidate, analyse and report/disseminate information critical to decision making.
- Maintain monthly reporting from WASH Cluster participants, including 5Ws (‘Who does What, Where, When and for Whom?’ databases). Ensure quality of the 5W data with support from the WASH Cluster Coordinator and UNICEF WASH Officers.
- Develop information management products (visual, maps, dashboard) on a monthly basis (or on demand of the WASH Cluster Coordinator) to report on the progress of the WASH Cluster response against HRP targets
- Support the estimation of spatial and temporal gaps, overlaps and coverage of WASH Cluster activities and projects.

- Work with WASH Cluster/sub-cluster participants to identify information gaps at national and sub-national levels and propose ways to bridge those gaps, especially with education, health, and CCCM.
- Work with the OCHA IM Specialist to develop appropriate supportive strategies.
- Support the WASH cluster assessment process done on Kobo and other digital tools.
- Support filling of FTS matrix by WASH cluster partners, and upload and validation of HRP projects.
- Represent WASH cluster within OCHA / HCT IM related coordination platforms.
- Use GIS mapping for map production and geographic data management of WASH cluster and UNICEF program.
- Be responsible for HNO and HRP database establishment and indicator tracking system.
- Regularly provide OCHA with update of WASH Cluster stock and progress updates.
- Maintain the WASH Cluster website on humanitarianinfo.org.

2. Support the information management for the UNICEF WASH section, with focus on the WASH in Emergency program

- Lead on the preparation of monthly UNICEF SitRep inputs from UNICEF and WASH Cluster plans, targets and achievements, including update of humanitarian action for children (HAC) indicator databases (humanitarian programme monitoring (HPM)).
- Develop information management products for UNICEF WASH in Emergency section, including visuals and dashboards on progress versus HAC beneficiaries and financial targets .
- Develop common database and maps of UNICEF WASH section intervention (borehole, water system, CLTS campaigns, WASH in schools, WASH in health centers, cluster monitoring matrix).
- Develop information management products for UNICEF WASH section, including visual and dashboards on progress versus CPD or RWP targets.
- Work in synergy with other UNICEF IMOs to ensure adequate mapping and convergence of UNICEF program.

3. Support the UNICEF WASH in Emergency Programme monitoring and delivery of results

- Support the setup and use of standard indicator framework for the WASH in emergency PD and HPD of UNICEF partners, including outcome and output indicators.
- Support the data collection related to WASH in emergency indicators and use it for donor reports.
- Provide technical support for IT components of UNICEF WASH section interventions, for example SINAS database, remote monitoring, Kobo assessment, and behavior change through social networks.

4. Innovation, knowledge management

- Apply and introduce innovative approaches for data gathering, data management and data/information sharing with appropriate stakeholder including the design of data collection forms for mobile data collection, 'real time data', design of interactive data visualization dashboards, illustrations of operational presence, etc.

- Liaise with country office innovation officer, information management officers at national and subnational to explore and assure knowledge transfer, in addition to support with specific needs for materialization of emerging innovative initiatives, especially in non-accessible areas.
- As applicable, be available to support all within section ongoing innovative initiatives related to community, newborn, and other identified initiatives.
- Support program officers and government with the use of new technology advance tools for reports as required.

IV. IMPACT OF RESULTS

The support provided by the Information Management Officer (WASH) will enable the section to monitor and document results of the WASH Cluster and UNICEF country programme. This, in turn, will contribute to the achievement of the WASH in Emergency outcome results of the Country Programme Document. When done effectively, the achievement of the outcome results will improve child survival, growth and development and reduce inequalities in the country.

V. COMPETENCIES AND LEVEL OF PROFICIENCY REQUIRED (BASED ON UNICEF PROFESSIONAL COMPETENCY PROFILES).

Core Values

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

Core Competencies

- 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:	A bachelor's degree in a subject area relevant to Information Management is required. Formal training in cluster Information Management is an advantage.
Experience:	<p>A minimum of 2 years progressively responsible humanitarian work experience with the UN and/or INGO, including IM relevant to the WASH Cluster is required.</p> <p>Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience.</p> <p>Capacity mapping with GIS (ArcGIS/QGIS), Website creation/maintenance, develop advanced excel (Macro enabled, advanced Google Sheets), develop Kobo surveys, data analysis and infographics (Ms PowerBI), presentations (Ms Power Point), general</p>

	knowledge VBA and JavaScript.
Language Requirements:	Fluency in English and Portuguese is required.
VI. Other competency requirements	
<ol style="list-style-type: none"> 1. Strong understanding of logical framework approach and different types of indicators (baseline and output especially), basic understanding of the project cycle management (especially monitoring and evaluation steps) 2. Good understanding of humanitarian approach, humanitarian reform, transformative agenda and roles of each humanitarian actor (government, UNOCHA, clusters, organizations) 3. Basic understanding of clusters in emergencies to be able to engage with cluster participants; understand their cluster-specific IM needs and respond to those needs in a timely manner 4. Proactively build trust, establish, and maintain effective working relations, and share ideas through IM networks and promote synergies with other clusters with a respect for diversity 	
<ol style="list-style-type: none"> 1. Diplomatic skills and able to establish excellent working relations with partners in order to collect information. Understanding of the data and information virtuous cycle 2. Facilitation and capacity-building skills 3. Ability to perform several tasks in a timely manner with a focus on quality 4. Communicate key messages effectively to different audiences: tailoring languages, tone, style, and format to match audiences; actively listens to perspectives of stakeholders and team members; interpreting messages and respond appropriately; speaking and writing clearly and efficient; and makes presentations in public with confidence 5. Strong interpersonal, team work, and self-management skills, as well as mature judgment 6. Ability to perform well under pressure 	
<ol style="list-style-type: none"> 1. Understands key technical issues for the cluster sufficiently well enough to be able to: engage with cluster participants; understand their cluster-specific IM needs. 2. 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); proven skills in using map-making packages, data visualisation (e.g. Tableau), web design and software development are an asset. 	