FOOD SECURITY CLUSTER
Strengthening Humanitarian Response

TERMS OF REFERENCE

Job Title: Information Management Officer for Food Security Cluster (FSC)/Sector

Place of Work: FSC Country Office

Reports to: FSC Coordinator

FUNCTION PURPOSE

The Information Management Officer (IMO) is one of the core FSC Coordination team members and plays a vital role in collecting, analysing, and sharing information that is important for the cluster stakeholders to make informed, evidence-based and strategic decisions on:

1. Food security needs of affected populations
2. Prioritization of these areas according to Food Security indicators
3. Where there is a need for Food Security actors and to what degree
4. Key gaps in activities and needs
5. What capacity (human, material, financial) exists to support the identified and prioritised response needs

The IMO supports the FSC Coordinator by collecting and analysing raw data, and presenting it through high quality information products designed to assist analysis, programmatic decision-making and action regarding aspects of a humanitarian crises. Fundamental to the job is the ability to present information in a format that is easily understood by cluster members and conveys knowledge that can be applied to action. Often this is through graphic means such a mapping and dashboards, but also through tables, charts, bulletins and narrative writing. The IMO may also disseminate information by discussing the information directly with the decision makers. Therefore the IMO needs to be able to liaise and communicate with many different types of people and agencies and act as a 'bridge' between food security decision makers and technical information management (IM) staff.

Key Responsibilities and Tasks:

Data collection and information analysis:

- Establish, collect information for and maintain Who does What Where and When (4W) excel database/FSC Information Management Tool;
- Provision of IM services including data collection, entry, cleaning, collation and analysis.
- Conduct inventory of and identify relevant FSC data sets, including population data disaggregated by age and sex;
- Collect data on the humanitarian requirements and contributions (i.e. financial, material, human, as appropriate).
- Identify secondary data and information resources to compliment FSC inputs;
- As appropriate, design Food Security data collection forms, ensuring the purpose and use of data collected is clear, inclusion of straightforward questions and highlighting where

potential problems might arise. Organize and manage the data input, analysis and presentation of data for the FSC;

- Respond to inter-agency information requests (i.e. 5W, situation reports) and engage with inter-agency processes.
- Based on collected data, identify gaps and duplications of assistance and produce gap analysis and partner capacity maps as needed using ArcGIS software
- Prepare and disseminate information products that give humanitarian partners access to essential information;
- Develop simple, user-friendly emergency Food Security monitoring reporting formats in consultation with the local authorities, providers of Food Security assistance and other key stakeholders;
- Build additional and appropriate IM capacity through the training of additional staff and managing, organizing, and conducting capacity building activities;

Other tasks:

- Assist in organizing and following up with FSC Meetings (including preparing and disseminating meeting minutes)
- Create, manage and maintain contact directories and mailing lists of FSC partners, and disseminate information through e-mail as needed.
- Ensure the FSC country webpage on the FSC website is kept up to date by uploading key contact information, news, events, links and documents.
- Any other tasks that may be required (within reason) to achieve the objective of this assignment.

QUALIFICATIONS

- University degree in information management, information systems or related field.
- Minimum of 5 years of experience – preferably in the humanitarian field and emergency context.
- Fluency in one of the working language of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable.
- Willingness and ability to work in difficult environments, under stressful and time-critical circumstances.

COMPETENCIES

- Speaks and write clearly and effectively; listens to others, correctly interprets messages from others and respond appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrated openness in sharing information and keeping people informed.
- Cultural and Gender awareness and sensitivity.
- Strong knowledge of and experience in using advanced Excel and data analysis software, including proficiency with databases.
- Use of ArcGIS or another mapping software; understanding of GIS/Cartographic outputs and ability to collect and organize data to support their production (potentially to be produced by others).
- Ability to present information in clear and concise graphic and narrative presentation formats.