

UNICEF SOMALIA

VACANCY ANNOUNCEMENT REF: UNSOM/2011/072

Title:	Information Management Specialist – WASH Cluster
Category	National Officer – NOC
IMIS NO:	73583
Type of Contract:	Temporary Appointment -364 Days
Organization Unit:	Programme
Duty Station:	UNICEF Somalia - (Nairobi)
Date of Issue:	21 October 2011
Closing date of Application:	4 November 2011

If you are qualified **Kenyan National** looking for a chance to make a real difference in the lives of vulnerable Somali children while gaining opportunities for career growth, you are invited to apply for the above post of Information Management Specialist – WASH Cluster with UNICEF Somalia to be based in Nairobi, UNICEF Somalia Support Centre

If successful, you'll be part of a dynamic and passionate team in Somalia and Nairobi that works together to improve the health, nutrition, water, sanitation, hygiene, and basic education of Somali girls and boys and protect them from violence, exploitation and abuse.

Purpose of the Post

The Information Manager will be a key member of the national WASH cluster coordination team and play a vital role in collecting, analysing, and sharing information that is important for the cluster stakeholders to make informed (evidence based) strategic decisions on:

1. The need of affected population
2. The prioritisation of these areas according to WASH indicators
3. Where there is need for WASH actors and to what degree
4. What are the key gaps in activity and need
5. What capacity (human, material, financing) exists to be used in support of identified prioritised response needs, and what are the funding priorities.

Major duties and responsibilities

1. General

- Report to the national WASH Cluster Coordinator and respond to the Cluster Membership's needs for information; work under the guidance of the Information Manager (OCHA), and SWALIM (Somalia Water and Land Information Management System)
- Provide IM services to cluster for key decision making. These services will include data collection, collation, mapping, analysis, and dissemination relevant to the needs of the cluster. This may require building additional and appropriate capacity through the training of additional staff and managing, organising, and conducting these activities.
- Contribute to periodical Cluster coordination and planning meetings, highlighting any significant gaps in humanitarian assistance

2. Data Gathering, Tools and Process

- Proactively gathering of information from other clusters/organisations which may be of use to the WASH Cluster for informing decisions, including movement of population, potential camp locations, outbreaks, water structures

- Identify barriers for information collection, collation, analysis and sharing and work with the OCHA Information Management Specialist to develop appropriate supportive strategies which includes convincing agencies of the purpose and importance of collecting and sharing data/information by providing a timely, added value service to all stakeholders.
- 3. Needs Assessment**
- Organise and manage the data collection and input and initial analysis and presentation of data for the WASH cluster.
 - Support and strengthen distance/field assessment mechanisms
- 4. Monitoring**
- Maintain information on all current and potential partners, their capacities and areas of work
 - Ensure the 4W matrix meets the needs of WASH partners (especially large partners who do not regularly report), OCHA, SWALIM, WASH Cluster Coordinator
 - Regular consultation with key partners, to ensure their regular input into the 4W matrix
 - Maintain database of 'Who does What Where When (4W)' and derivative products, such as maps
 - Inventory of relevant common Cluster data sets, including population data disaggregated by age and sex.
 - Data on humanitarian requirements and contributions (financial, material, human – as appropriate)
 - Support Cluster reporting: end of year report, CHF (Common Humanitarian Fund) reports, CAP (Consolidated Appeal Process) reports, quarterly cluster reports and other ad-hoc reports as requested.
 - Gather and collate data on humanitarian response assistance, including feedback and/or issues raised by the affected population
- 5. Dissemination and Access to Information for WASH Stakeholders**
- Maintenance of information management system, including relevant documents on the humanitarian situation, i.e. mission reports, assessments, evaluations, etc;
 - Share information in an appropriate way (i.e not all stakeholders have access to the same type of information systems) using internet, e-mail groups, hard copies, verbal feedback at WASH coordination meetings and dissemination to affected communities as part of accountability to affected populations; consider translation into local languages as appropriate. Existing resources include www.humanitarianreform.org/WASH, oneresponse.info or country based websites.
 - Identify and organise different web based discussions on specific thematic issues, to bridge the gap between the Somalia and Nairobi Clusters
- 6. Mapping**
- Produce maps of WASH 4W per location, water and sanitation infrastructure.
 - Map out WASH resources, needs and gaps as requested (support may be available from OCHA)
 - Support prioritisation of proposals for funding from various sources (CHF, bilateral) by mapping all submitted proposals. Establish systems to manage high numbers of proposals submitted, for timely feedback to agency, and future use by Cluster.
- 7. Information Management Intra and Inter-Cluster Liaison**
- Liaise with local and available authorities (Somaliland, Puntland) on data – particularly to assess and access existing information.
 - Ensure that information management (IM) activities support national information systems (SWALIM), standards and build local capacities.
 - Liaise with UNICEF Monitoring and Evaluation experts to gather and share information – especially for background data and sources of information in-country.
- 8. Information Management Standards and Policy**
- Ensure that IM standards and policies, as advised by the IM (OCHA) are followed, and feedback is given on appropriateness, with suggestions for possible improvements.

9. Ensuring sufficient IM capacity for continuity

- Bring any shortcoming in IM capacity to the attention of the WASH Cluster coordinator and the IM (OCHA).

10. Training and capacity building of national authorities and civil society

- Promote and support training of other UNICEF, government authorities and humanitarian personnel on data collection, analysis and dissemination.

11. Preparation for End of Assignment

- Hand over information management services to appropriate agency, including the provision of brief guidance notes.
- Preparation of a short summary report at the conclusion of the assignment on lessons learned to be shared with WASH at the country, regional and global levels.

12. Other

- Any other tasks that may be required (within reason) to achieve the objective of this assignment

Qualifications, Experience and Attributes

- Master's Degree in a relevant field or discipline such as Information Management or Information Systems. A first university degree in combination with qualifying 7 years of experience may be accepted in lieu of the advanced university degree.
- Minimum of 5 years of relevant experience
- Willingness and ability to work in difficult environments, in often stressful time-critical situations.
- Ability to work in English required.
- Cultural and gender awareness and sensitivity.
- Strong knowledge of Excel and preferably MS Access or other databases.
- Strong knowledge of Google Earth
- Ability to collect and organise data and use GIS/cartographic outputs.
- Ability to present information in understandable tables, charts and graphs.
- Knowledge of multi-variable mapping techniques
- Experience in web design and programming
- Strong negotiation and interpersonal skills.
- Knowledge of ArcGIS or other mapping software an advantage.

Interested and qualified candidates should send their applications with updated UN Personal History Form (P.11), updated CV, copies of academic certificates to one of the following email address. UN staff are requested to provide at least two Performance Evaluation Reports (PERs). Please quote the vacancy number in your application.

Email to: somaliahrvacancies@unicef.org

Only short-listed applicants will be contacted

QUALIFIED FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY

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