TERMS OF REFERENCE

Job Title:  National Information Management Officer for Food Security Cluster

Place of Work:  Dhaka (with field work as and when required)

Reports to:  Food Security Cluster Co-management Team (FAO-WFP)

Entry on Duty:  01 October 2012 (06 Month Contract with possible extension)

FUNCTION PURPOSE

The Information Management Officer (IMO) plays 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 needs of affected populations
2. the prioritization of these areas according to Food Security indicators
3. where there is a need for Food Security actors and to what degree
4. what are the key gaps in activity and need
5. what capacity (human, material, financial) exists to be used in support of the identified prioritised response needs

The IMO supports the Food Security Cluster Coordinator by providing the data and information required to make programmatic decisions. As such, the Information Manager needs to be able to liaise and communicate with a diverse audience and act as a ‘bridge’ between Food Security decision makers and technical IM staff.

Fundamental to the job is the ability to present information in a way that is easily understood by the cluster members. Sometimes this is through graphic means such a mapping but also through tables, charts, and narrative writing. Other times it involves discussing the information directly with the decision makers to make important interpretations on the findings.

The IMO is expected to provide overall secretariat support to the FSC and to manage the FSC work plan drawing on the expertise of the cluster co-leads. The IMO will also play an important role in facilitating additional FSC preparedness measures, including but not limited to coordination of training and food security assessments.

Key Responsibilities and Tasks
• Report to the Food Security Cluster Co-management team and respond to the Cluster Membership’s needs for information;
• Provide IM services for key decision-making including; data collection, collation, analysis and information dissemination.
• Maintain and continuously update (on a fortnightly or monthly basis) the existing IM products to ensure all are up to date. In particularly:
  o the contact directory and mailing list;
  o the Who does What Where (3W) database and derivative products, such as charts and maps;
  o if / when it becomes relevant, the Who does What Where and When (4W) database tracking post emergency response and the consequent mapping of Food Security resources, needs and gaps as requested. This may include needs and gap identification for the sector; facilitating and agreeing boundaries / benchmarks to enable prioritisation within the sector)
• Maintain and update the FSC Bangladesh website; ensure cluster leads, Government partners and international and national NGOs feed relevant information on a regular basis;
• Coordinate FSC meetings at both Dhaka and field level as appropriate. Ensure invitations are circulated in a timely manner, agendas and attendance sheets and other relevant documents and PowerPoints are prepared and that meetings are sufficiently minuted. Ensure minutes and other relevant documents are circulated in a timely fashion. Ensure action points are dealt with by the relevant party(ies);
• Coordinate meetings of the FSC (humanitarian) Technical Team. Ensure invitations are circulated in a timely manner, agendas and attendance sheets are prepared and that meetings are sufficiently minuted and action points dealt with. Ensure minutes and other relevant documents are circulated in a timely fashion.
• Proactively gather information from other clusters/organizations/military which may be of use to the Food Security Cluster for informing decisions, including movement of population, potential camp locations and road networks;
• Provide overall secretariat support to the FSC as required including the management of the FSC work plan;
• Facilitate and coordinate training, food security assessments and other activities as part of the overall FSC preparedness and response measures;
• As appropriate, assist in the design of Food Security data collection forms, ensuring that the purpose and use of all data collected is clear, questions are simple, clear, collectable and easily analysed highlighting where potential problems might arise; organize and manage the data input and initial analysis and presentation of data for the Food Security Cluster;
• Inventory of relevant common Cluster / Sector data sets, including population data disaggregated by age and sex;
• Data on the humanitarian requirements and contributions (financial, material, human – as appropriate);
• Liaise with OCHA and IM Focal Points in other clusters – share information as appropriate and identify and gather information from other clusters which can inform Food Security response and preparedness decisions;
• Liaise with GFSC as required;
• Any other tasks that may be required (within reason) to achieve the objective of this assignment.

QUALIFICATIONS AND COMPETENCIES

• Degree-level qualification or equivalent. Preferably, the degree should be in a relevant field or discipline such as Food Security, Agriculture, geographic sciences, humanitarian affairs, political science, Information Technology, Information Systems, Engineering, or Communications although experience can replace qualifications.
• Minimum of 3 years experience – experience in the field in humanitarian context is an asset.
• Willingness and ability to work in difficult environments, in often stressful time-critical situations.
• Willingness to work in the field, as and when required.
• Fluent English and Bangla
• Cultural and Gender awareness and sensitivity.

Technical Skill sets

Essential Technical Skills:
• Strong knowledge of Excel and preferably MS Access or other databases.
• Ability to present information in understandable tables charts and graphs.

Other Technical Skills that are considered desirable:
• Ability to maintain and manage website content for the cluster.
• Data storage and file management expertise.
• Assessment, Survey, and Monitoring and Evaluation expertise.
• Communications and technical writing using both graphic and narrative presentations.
• Information Technology and networking skills.
• Experience in web design and programming.
• Knowledge of ArcGIS or other mapping software an advantage.
• Knowledge of Visual Basic/macros a plus.

SUBMISSION OF APPLICATION:

All applicants must submit their CV to: FAOBD-Vacancies@fao.org only, for which an automatic receipt will be provided.
Subject line must refer to: Food Security Cluster Information Management Officer
For more information about the Food Security Cluster visit us at: http://foodsecuritycluster.org/bangladesh