Job description

Job Title	Information Management Officer
Classification Level	
Organizational Unit	IFRC Bangladesh Country Office, Dhaka Population Movement Operation
Immediate Supervisor's Title	
Technical Manager's Title	
Number of Staff Reports	
Duty Station	Cox's Bazar, Bangladesh
Duration of Assignment	November 1st 2017-April 30th 2018 (Six Months) with opportunity for extension
Date of issue	

Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, providing assistance without discrimination as to nationality, race, religious beliefs, class or political opinions. The Secretariat consists of a head office in Geneva.

IFRC Bangladesh Country Delegations' mission is to support the Bangladesh Red Crescent Society(BDRCS) in fulfilling their mandate in close cooperation with Red Cross and Red Crescent Movement partners as well as other relevant organizations, to coordinate and direct international assistance as required and to provide representation to international and regional organizations as appropriate.

BDRCS, as an auxiliary to the government and guided by the Fundamental Principles, is one of the leading humanitarian organizations in the country. BDRCS has branches and activities that cover the entire country, including Cox's Bazar.

Starting 25 August 2017, people fleeing violence in northern areas of Myanmar's Rakhine State have been crossing into Bangladesh and arriving in Cox's Bazar, a district of Bangladesh, in massive numbers. As per a situation report issued by the Inter-Sector Coordination Group (ISCG) on 26 September, some 480,000 persons – many of them women, children and the elderly – are estimated to have crossed the border into Bangladesh, with the influx expected to continue. BDRCS has adopted one -window approach for this operation to provide the support to the people from Rakhaine- who have been living in different makeshift camps since October 2016.

The current priority is on scaling-up emergency response to meet the immediate needs of those displaced with focus on food, shelter water and sanitation, health, PSS, Protection, gender and Inclusion and RFL as well as preparedness for possible natural disaster, newly arrival as well as epidemics. They key focus of the operation for the first 3 to 4 months is lifesaving activities with some initial plans of short term to medium term that needs to be reviewed after further clarity on the evolvement of the situation.

Job purpose

The Information Management Delegate is responsible to provide support to IFRC Asia-Pacific Region to make data regarding the field operations available within the Movement to improve effective data-driven decision making within the Bangladesh Population Movement.

Under the supervision of the Regional IM delegate, with technical line management to the IFRC Ops Coordinator and working together with the IFRC Country Teams and Country Cluster Support Teams (CCST), and National

Societies counterparts when needed, the IM delegate will provide support to data gathering and data management activities.

Job duties and responsibilities

All activities are in support of the IFRC Regional Coordination Bangladesh Population Movement Emergency appeal. Working together with the Asia-Pacific Regional team and the National Societies counterpart, the IM delegate will:

Technical support to the operation:

- Provide IM technical support to the sectors Health, Nutrition, WASH, CTP and Shelter.
- Enabling the flow of data from the field (via the IFRC Country Teams, CCST and National Society) to the Regional Office.
- Identifying gaps in data collection and work with IFRC Country and CCST to cover the gaps.
- Ensuring data quality; by improving data collection forms, training of staff, developing data-processing procedures, and other possible actions.
- Make data available to operation teams in the field and the Regional Office in a way to enable better data-driven decision making.
- Ensuring proper data protection policies are adhered to.
- Keep the various information dashboards up to date.
- When relevant engage in coordination / data sharing with other stakeholders in the region or country (OCHA, HDX, UNICEF, WHO, NGOs, WFP, etc.)

Capacity building:
- Work with Bangladesh Red Crescent society staff to support data management and ensure proper handover after end of contract

Coordination, representation and reporting:

Position Requirements

Education	Required	Preferred
Relevant degree (minimum Bachelor's degree, Master's preferred) or equivalent experience in Computer Science, Information Management, Statistics	X	
IMPACT, Basic Delegates Training Course		X

Experience	Required	Preferred
Minimum 3 years of prior professional experience in the development and use of GIS, database systems, data visualisation and other information management tools and mechanisms	X	
Experience with editing software (Illustrator, Photoshop, etc.)		X
Experience in using mobile data collection tools, such as Kobo, for data gathering in the field	X	
Experience in working in an international environment, preferably with the United Nations or similar organisation	X	
Experience in networking and communicating with different stakeholders such as government, UN, NGOs and other organisations		X
Experience within the Red Cross and Red Crescent Movement		X
Experience working in complex environments	X	

Knowledge and Skills	Required	Preferred
Excellent professional communications skills, both verbal and written in both English	X	
Strong organizational skills, methodological and logical approach to tasks and problem solving	X	
Good presentation, facilitation and note-taking skills	X	
Ability to organize, analyse and synthesise large amounts of information	X	
Ability to manage complex and sensitive relationships with partner organisations	X	
Sound knowledge of Microsoft Office applications	X	
Sound knowledge of data collecting tools (e.g. Kobo, ODK, Magpi), reporting tools (e.g. PowerBI, Tableau) and GIS software (QGIS)	X	
Working knowledge of statistics and sampling		X
Programming and data automation experience (Python, R, Javascript)		X

Languages	Required	Preferred
Fluently spoken and written English.	X	
Good command of Bangla.		X

Competencies (to be filled in by HR)

Professionalism
Communications
Collaboration and teamwork
National Society and customer relations
Building alliances
Accountability
Creativity and innovation