

## SENIOR INFORMATION MANAGEMENT OFFICER (IMO)

CCCM Cluster

(Reference: 24|OPT|SIMO01)

### BACKGROUND ON IMPACT AND REACH

IMPACT Initiatives is a humanitarian NGO, based in Geneva, Switzerland. The organisation manages several initiatives, including the REACH Initiative. The IMPACT team comprises specialists in data collection, management and analysis, GIS and remote sensing. IMPACT was launched at the initiative of ACTED, an international NGO with headquarters based in Paris and presence in thirty countries. The two organizations have a strong complementarity formalized in a global partnership, which allows IMPACT to benefit from ACTED's operational support in its fields of intervention.

**We are currently looking for a Senior Assessment Officer to support our team in the occupied Palestinian territory (oPt):**

**Position:** Senior Information Management Officer CCCM

**Contract duration:** 6 months

**Starting Date:** 1<sup>st</sup> of August 2024

**Location:** Amman, Jordan (with travel)

### COUNTRY PROFILE

Following the attacks on 7 October 2023, and Israel's subsequent aerial and ground operations in the Gaza Strip, the humanitarian situation in the occupied Palestinian territories (oPt) has deteriorated markedly. The 2.2 million residents of the Gaza Strip are facing severe humanitarian challenges, with urgent needs that must be addressed to avert further loss of life. Additionally, the hostilities in Gaza have heightened tensions in the West Bank, impacting freedom of movement, livelihoods, and the broader humanitarian context.

Against this backdrop, IMPACT Initiatives is planning a range of research activities to support an evidence and needs-based humanitarian response. In previous years, IMPACT Initiatives has facilitated inter-agency Multi-Sector Needs Assessments (MSNA) as well as sector-specific research in the oPt.

### POSITION PROFILE

Under the line management of the CCCM Cluster Coordinator and the IMPACT Shelter, Sites, and Displacement Research Manager, the Senior IMO will support the CCCM cluster in Gaza in improving and strengthening response analysis, operational coordination and mapping of gaps and needs.

This position requires strong IM including database and data analysis skills, prior experience in an emergency context, an analytical mind, creativity, independence, and an interest in the regional context. Candidates should have strong writing and presentation skills and be able to clearly think through and articulate implications of findings and methodologies.

## RESPONSIBILITIES

The Senior Information Management Officer's responsibilities include:

### Co-ordination and planning

- Support OCHA (and/or HIC) in cross-Cluster information management and analysis at the strategic level; act as the CCCM Cluster focal point for country level OCHA-chaired Information Management Working Group meetings;
- Ensure the dissemination and adaptation as necessary of information management tools that meet Cluster needs;
- Ensure linkages with all Cluster stakeholders, particularly national actors, for enhanced sectoral risk mapping and gap identification;
- Provide sector-specific maps and graphics on a regular basis that aid forward planning as well as impact analysis;
- Ensure application of appropriate information technology for maintenance of CCCM Cluster partner lists (e.g through GoogleGroups) and archiving of information (e.g through OCHA or other website) recognising limitations in connectivity;
- Promote the use of inter-operable technologies among CCCM Cluster partners;
- Provide information outputs in the local language wherever feasible.

### Monitoring and reporting

- Ensure adequate monitoring mechanisms are in place to review impact of the cluster and progress against implementation plans;
- Ensure Cluster partners provide timely, consistent and compatible data and information on needs assessment and programme monitoring for operational analysis and decision-making;
- Ensure adequate reporting and effective information sharing amongst all partners including camp/collective centre managers, other sector leads and OCHA, disaggregating data by age and gender;
- Develop simple, user-friendly CCCM Cluster reporting formats in consultation with the local authorities, CCCM Cluster Coordinators, CCCM Camp Management Organizations, camp service providers and other key stakeholders; these reporting formats should include provision for gender and age disaggregation of data and reporting on more vulnerable groups;
- Promote use of and training on the use of these reporting tools among CCCM cluster members, assistance providers and other stakeholders.

### Protection Capacity

- Support and enforce data confidentiality guidelines adopted by the CCCM Cluster to protect sensitive data.

The Senior Information Management Officer will maintain the strictest confidentiality on all data collected and related processes. They will actively take measures to prevent the unauthorized sharing of any information and data belonging to IMPACT and its partners, or collected during his/her assignment with IMPACT.

## REQUIREMENTS

- ❖ Excellent academic qualifications, including a Master's degree in relevant discipline (such as library or geographic sciences, including information technology and statistics), or an equivalent combination of relevant training and experience in humanitarian related activities in disaster or conflict situation;
- ❖ 4 years of relevant working experience in a humanitarian setting, such as information management, GIS, monitoring and evaluation, research design and analysis, etc.;
- ❖ Knowledge of the humanitarian community, specifically with regards to inter-agency coordination;
- ❖ Experience in the context of partnership building and consensual decision-making;
- ❖ Proven ability to conceptualize, develop, plan monitor and evaluate IM in relation to programming, as well as to teach skills and build team capacity;
- ❖ Excellent writing, communication and negotiation skills; ability to prepare clear and concise reports;
- ❖ Understanding of different data collection methodologies and their strengths and weaknesses, to be able to assess quality/reliability of secondary sources and to advice on potential areas of improvement;
- ❖ Ability to compile, triangulate and holistically analyse diverse and large datasets;
- ❖ Experience with handling confidential and sensitive data and demonstrated;
- ❖ Ability to work effectively and harmoniously in a team and in the inter-agency context with colleagues from a variety of cultures and professional backgrounds;
- ❖ Willingness to travel at short notice to oPt, resilience, stress tolerance and work under difficult conditions;
- ❖ Fluently spoken and written English is mandatory. Arabic an asset;
- ❖ Data capture and analysis :
  - MS Excel (Essential) : Ability to create macros; Strong knowledge of statistical, conditional, and text-based functions;
  - Web Design (Asset): HTML, PHP, ASP; Basic understanding of web-based applications
  - Mapping (Asset) : ArcGIS, QGIS, Basic understanding of geospatial data management, analysis, and map making processes.

## COMPENSATION AND BENEFITS

- ❖ For this position, salary between 2'400 CHF and 2'640 CHF monthly (before income tax), etc as well as a monthly living allowance of 300 USD
  - *NB - IMPACT salaries are strictly determined by our salary grid depending on the grade of the position and the level of education of staff. A location-dependent security and/or isolation adjustment is then applied as a recognition that some staff are required to work in difficult places where living and working conditions are much more difficult than elsewhere.*
- ❖ Accommodation and food provided in the guesthouse.
- ❖ Enrolment in Swiss private pension fund (Swisslife – approx. 9.975% of staff gross salary), health insurance, life insurance and repatriation assistance.
- ❖ Flight tickets every 6 months & visa fees covered (in-country travel costs and professional expenses are fully covered).
- ❖ Contribution to the luggage transportation: between 20 and 100 kgs, depending on the length of the contract (+ luggage and personal property insurance)
- ❖ Annual leave of 36 days per year. Public holidays of the country of assignment. Family/compassionate leave when applicable.
- ❖ Predeparture induction - 3 days at IMPACT Initiatives's HQ in Geneva + one week pre-departure training in ACTED HQ in Paris, including a 4-days in situ security training;
- ❖ IMPACT prioritizes the psychological safety of its staff and the health insurance provided covers, among others, up to 1000 € per year of psychosocial counselling fees.