GENERIC JOB PROFILE

I. Post Information	
Job Title: **IM Officer (Education)** Case #: **AFG27005** Supervisor Title/ Level: **Education Cluster Coordinator/P4** Organizational Unit: **Field Coordination** Post Location: **Kabul, Afghanistan**	Job Level: **L2** Job Profile No.: CCOG Code: 1M02 Functional Code: RPM Job Classification Level: **L2**

II. Organizational Context and Purpose for the Job

Humanitarian action is of fundamental importance to UNICEF and encompasses interventions aimed at saving lives, alleviating suffering, maintaining human dignity, and protecting the rights of affected populations wherever there are humanitarian needs, as well as interventions addressing underlying risks and causes of vulnerability to disasters, fragility and conflict. UNICEF's humanitarian action is guided by the Core Commitments for Children in Humanitarian Action (CCCs) which set organizational, programmatic and operational commitments and benchmarks against which UNICEF holds itself accountable for the coverage, quality and equity of its humanitarian action and advocacy and which are mandatory for all UNICEF personnel.

Furthermore, UNICEF is committed to support humanitarian coordination through the cluster approach. Introduced as part of the humanitarian reform, the cluster approach aims at ensuring clear leadership, predictability and accountability in international responses to humanitarian emergencies by clarifying the division of labor among organizations and better defining their roles and responsibilities within the different sectors involved in the response. As a member of the IASC, UNICEF works along with national and local stakeholders (including national and local authorities, CSOs, and communities) to support humanitarian coordination and to improve the collective impact of humanitarian response. Whether the cluster approach is activated or not, UNICEF plays a key role in both global and country-level interagency coordination for its areas of programmatic responsibility. As Cluster Lead Agency (CLA) for Nutrition, WASH, Education (co-led), and Child Protection Area of Responsibility (AoR) within the Protection Cluster, UNICEF is committed to fulfil the core functions defined by the IASC when the clusters are activated or when UNICEF is asked to support sectoral coordination.

A well-run Cluster Working Group coordination team, including Information Management (IM), is a formal deliverable of the Cluster Lead Agency and forms a part of the agency's work. The IM Officer (Education Cluster) is a core member of the Cluster Working Group coordination team.

The IM Officer (Education Cluster) position is based in Afghanistan and supports the Education Cluster coordination function at sub-national or regional level. The position reports to the Education Manager/Specialist Cluster Coordinator (P3/P4) and supports information management, data analysis, reporting and coordination processes required for effective Education Cluster coordination and humanitarian response planning.
Within the evolving humanitarian and Basic Human Needs coordination architecture in Afghanistan, the IM Officer supports information management processes that strengthen evidence-based decision-making, coordinated humanitarian response planning, inter-sectoral analysis and operational coordination between sub-national and national coordination structures.

Purpose of the Job: Under the overall direction and guidance of the Education Manager/Specialist Cluster Coordinator, the IM Officer (Education Cluster) manages and supports the information management function of the Education Cluster Working Group at sub-national level. The incumbent supports the collection, analysis, management and dissemination of information required to enable evidence-based humanitarian planning, response coordination, monitoring and reporting.
The IM Officer contributes to effective coordination between sub-national and national Education Cluster coordination structures and supports information management processes related to humanitarian needs analysis, response monitoring, partner mapping, gap analysis and humanitarian reporting. The position also supports strengthened information sharing and operational alignment across humanitarian and Basic Human Needs coordination platforms within the evolving coordination architecture in Afghanistan.

III. Key Function, Accountabilities and related Duties/ Tasks

The post holder is responsible for supporting the information management (IM) function to enable the effective functioning of the Cluster Working Group at the sub-national level, and the achievement of the core cluster functions, throughout the Humanitarian Programme Cycle (HPC) in order to facilitate a timely and effective Cluster Working Group response.

The postholder's main tasks and responsibilities will include but not be limited to:

Coordination and Representation

- As a member of the coordination team, contribute to the effective roll out and monitoring of the core cluster functions (as outlined by the IASC Reference Module) and to the Humanitarian Programme Cycle (HNO, HRP and CCPM),
- Support the Cluster Working Group IM function and coordinate with others within the function to ensure effective communication, reporting and engagement,

- Actively engage with other IMs through relevant IMWGs, including participating in the Cluster Working Group IMWG and representing the Cluster Working Group on the inter-cluster IMWG as relevant at sub-national level,
- Promote harmonized and coordinated approaches to IM across partners, AoRs/ Clusters Working Groups and OCHA at sub-national level.

IM Function Support

- Implement an IM strategy and data collection and analysis plan at sub-national level that take into account the information needs of stakeholders and that are compliant with standards and protocols for ethical data and information management and that is aligned with the national level IM strategy and plan,
- Implement regular secondary data reviews and primary data collection including designing questionnaires using appropriate tools,
- Conduct data processing including organizing, cleaning, triangulating, evaluating and validating the data,
- Analyse data to meet identified information needs of sub-national Cluster Working Group members and other stakeholders,
- Create accurate, quality and timely information products that are in line with agreed style guides,
- Disseminate information and information products through appropriate channels,
- Maintain and ensure the accessibility of a common and shared secure storage system,
- Gather feedback on IM products and use them to make improvements.

Needs Assessment and Analysis

- Working collaboratively with other members of the Cluster Working Group at national and sub-national level, contribute to the planning and implementation of needs assessment and analysis, including joint assessments and analysis, as requested,
- Collect information on economic needs, markets and price monitoring to support the equal consideration and use of all programme delivery modalities (in-kind, cash, voucher and services) as relevant at sub-national level,
- Work with sub-national Cluster Working Group participants to identify information gaps, agree and implement ways to bridge those gaps by providing technical support to partners,
- Analyse needs assessment data to provide required information for the HNO including estimating People in Need (PIN),
- Contribute to joint and inter-sectoral analysis processes and support alignment of needs analysis findings across clusters/sectors and relevant humanitarian and Basic Human Needs coordination platforms at sub-national level.

Strategic Response Planning

- Implement partner presence mapping at sub-national level,

- Contribute to strategic planning, response prioritization and development of humanitarian response plans and related analytical products, including support to objectives, indicators, targets, partner mapping and response monitoring.

Resource Mobilization

- Monitor and analyse the sub-national Cluster Working Group's financial situation and support financial tracking,
- Support and advocate with Cluster Working Group partners for financial reporting on the Financial Tracking Service (FTS),
- Support evidence-based advocacy and resource mobilization by providing accurate, relevant and timely data, information and information products.

Implementation and Monitoring

- Implement and maintain a sub-national Cluster Working Group monitoring plan and associated databases, including a response monitoring (3/4/5Ws) database that is in line with and contributes to national level databases,
- Ensure the sub-national Cluster Working Group monitoring plan, and 3/4/5Ws include programme delivery modalities (in-kind, cash, voucher and services),
- Support sub-national Cluster Working Group members to contribute timely and quality periodic monitoring reports on Cluster Working Group and OCHA platforms,
- Support monitoring in the areas of information flows, dissemination, processing, analysis and dissemination,
- Contribute to quantitative and qualitative gaps and coverage analysis to identify spatial and temporal gaps, overlaps and coverage of the sub-national Cluster Working Group humanitarian response,
- Monitor adherence to relevant sector quality standards, regulations and codes at sub-national level.

Operational Peer Review and Evaluation

- Participate in the annual cluster coordination performance monitoring (CCPM) exercise and annual review,
- Contribute to sectoral and broader humanitarian evaluations.

Accountability to Affected People

- Be accountable to affected populations by encouraging the meaningful participation of affected people, maintaining an effective feedback mechanism and handling complaints appropriately, by ensuring data about the most vulnerable is systematically collected and analysed, and by encouraging partners to work accountably,
- Ensure the inclusion of cross cutting issues (age, child protection, disability, gender, gender, gender-based violence (GBV) mitigation and response and HIV & AIDS) in Cluster Working Group data collection, analysis and dissemination,

- Adhere to child safeguarding and PSEA policies including procedures for challenging and reporting incidents.

Strengthen National and Local Capacity

- Support or implement actions to strengthen local and national leadership and capacity by encouraging participation of local and national actors in the IM activities of the sub-national Cluster Working Group and providing support to partners to overcome technical and operational challenges in participating in IM activities,
- Implement an IM capacity assessment and capacity development plan for sub-national Cluster Working Group partners.

IV. Impact of Results

The IM Officer (Education Cluster) supports the IM function within the Cluster Working Group at sub-national level, providing better visibility and clarity on needs and gaps, enabling evidence-based and targeted decision-making, fundraising and advocacy, and contributing to an effective Cluster Working Group. As an essential part of the coordination function, effective IM contributes to the predictability and accountability of humanitarian action, in line with the aims of the cluster approach and IASC principles, and ensures that the humanitarian response is well-coordinated, strategic, adequate, coherent, effective and builds the resilience of the affected population. This also contributes to maintaining and enhancing the credibility and ability of UNICEF to fulfil its commitments as Cluster Lead Agency, in line with the CCCs. The post also contributes to strengthened coordination and information sharing between sub-national and national coordination structures and supports improved coherence and operational alignment across humanitarian and Basic Human Needs coordination platforms in Afghanistan.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies for Staff without Supervisory Responsibilities

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with Others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

IM Competencies

- Applies Humanitarian Principles, Standards and Guidelines (1)
- Applies Key EiE Concepts and Tools (1)
- Manages Education Programmes (1)
- Operates Safely and Securely (1)
- Demonstrates Commitment to a Coordinated Response (1)
- Promotes Cooperation and Collaboration (1)
- Demonstrates Accountability (1)
- Promotes Inclusion (1)
- Provides Reliable Support to the Cluster (1)
- Collects, Collates and Analyses Relevant Data (1)
- Handles and Stores Data Efficiently and Sensitively (1)
- Communicates and Disseminates Information (1)
- Monitors the Response (1)
- Strengthens National Capacity to Respond and Lead (1)

(See the GEC Competency Framework for Information Management for more information on the IM Competencies.)

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: Information Management or Information Systems, GIS Information Technologies, Computer Science, Statistics, Social Sciences or another subject area relevant to Information Management or to the Cluster Working Group.

	Formal training in AoR/ Cluster Working Group Information Management or an advanced university degree are considered an added advantage.
Experience:	A minimum of 2 years of professional experience in information management, data management, geographical information systems, assessments, situation analysis and/or PM&E with the UN and/or NGO is required. Experience in demonstrating strong information management skills in a professional context is essential for this post. Experience in a humanitarian context is an asset. Experience working in the humanitarian coordination system is considered an asset. Extensive work experience outside the humanitarian sector which is relevant to this post may be considered in lieu of humanitarian experience. Such experience should elicit demonstrated ability to adapt to change, work under pressure & unusual circumstances such as missing data/gaps.
Language Requirements:	Fluency in English and the official UN language of the duty station are required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or the local language Dari and Pashto is considered an asset.

VII. Technical requirements

The post holder must demonstrate good knowledge and skills in the following areas:

Humanitarian architecture, cluster approach and core functions

- Key process and features of the humanitarian programme cycle (HNO, HRP and CCPM), the humanitarian reform process and the transformative agenda, the Humanitarian-Development Nexus and the Grand Bargain Commitments,
- IASC Guidance Note on Strengthening Participation, Representation and Leadership of Local and National Actors in IASC Humanitarian Coordination Mechanisms, IASC Results Group 1 on Operational Response, (2021),
- IASC Reference Module for Cluster Coordination at Country Level (2015),
- IASC Guidance Note on Using the Cluster Approach to Strengthen Humanitarian Response (2006).

Humanitarian principles, standards and guidelines

- Core Commitments for Children in Humanitarian Action, (2020), UNICEF,
- The Sphere Handbook, (2018), Sphere,
- Core Humanitarian Standard on Quality and Accountability, (2014), CHSA,
- Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief, (1994), ICRC,
- Accountability to Affected Populations: The Operational Framework, (2013), IASC,
- Principles of Partnership: A Statement of Commitment, (2007), ICVA,
- Availability, Accessibility, Acceptability, Quality (AAAQ) framework: A tool to identify potential barriers in accessing services in humanitarian settings, (2019), UNICEF,
- Statement on the Centrality of Protection in Humanitarian Action, (2013), IASC,
- Special Measures for Protection from Sexual Exploitation and Sexual Abuse, (2008), Secretary General Bulletin,
- Guidelines for Integrating Gender-Based Violence Interventions in Humanitarian Action, (2015), IASC.

EiE specific knowledge and skills

- Inter-Agency Network for Education in Emergencies Minimum Standards for Education: Preparedness, Response and Recovery, (2010), (INEE),
- Global Education Cluster Toolkit for effective cluster coordination and information management during all phases of the Humanitarian Programme Cycle,
- Emergency scenarios, their impact on children, education systems and communities,
- Rationale for EiE as a first response,
- Elements of a quality EiE response in all phases of emergencies including preparedness and DRR, access and learning environments, teaching and learning, teachers and other education personnel and education policy,
- Inter-sections and overlaps with other clusters, sectors, approaches,
- Linkages with normative frameworks and policies relating to accountability to affected populations, inclusion and cross-cutting issues including age, disability, gender and gender-identity, the centrality of protection and SGBV,
- EiE linkages with the education sector, its position in the humanitarian-development nexus and with key development concepts and agreements including Sustainable Development Goals, Goal 4: Quality Education,
- Education sector analysis and planning including the range of modalities for delivering education and linkages between different sub-sectors.

IM technical knowledge and skills

- Data governance skills including:
    - Ability to understand the dimensions of data quality to know which (imperfect) data source is good enough for which decisions;
    - Understanding of principles of responsible data for children (rd4c.org) and how to apply them, particularly protection of personal data.
- Data planning skills including:
    - Developing, or supporting the development of, and implementing an IM strategy and data collection and analysis plan.

- Data collection skills including:
  - Conducting SDR using appropriate platforms and tools such as DEEP (the humanitarian secondary data review & analysis platform), Excel or any other relevant tool
  - Designing and implementing primary data collection.
- Data processing skills including:
  - Knowledge of data protection best practices, standards and protocols, regulations and legislation.
- Data analysis and management skills including:
  - Aggregating data from multiple sources using a variety of tools such as Excel, CSV, SQL, KoBo, APIs etc.
  - Analysing data to create information useful for strategic decision-making,
  - Creating and maintaining databases using MS Excel, MS Access or other databases.
- Communication skills including:
  - Presenting information clearly in accurate and accessible information products,
  - Designing and creating static and data dynamic vizualizations and dashboards using MS Power BI, Tableau, Adobe Suite and/or MS Office,
  - Creating basic and advanced maps using GIS and map-making packages such as ArcGIS, Geo-Sight, MapInfo, QGIS, and the Adbobe creative suite,
  - Storing, publishing and disseminating products through various channels
- Gathering and actioning feedback on IM processes and products.