TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Post Title	Information Management Officer
Contract Type	Temporary Appointment
Proposed Level	NOB
Duty Station	Sokoto Field Office, Nigeria
Duration	364 days
Supervisor	Nutrition Specialist

1. Background

UNICEF works to promote and protect the rights of every child, with a strong focus on equity and on reaching the most vulnerable children and families. In Northwest Nigeria, malnutrition remains a major public health and development concern, requiring integrated preventive, promotive and curative nutrition services, strengthened systems, reliable supplies, and timely evidence for decision-making.

The Sokoto Field Office supports nutrition programming with government and partners across Sokoto, Kebbi and Zamfara States. The programme requires strong information management to link routine programme monitoring, nutrition assessments and surveillance, commodity and logistics information, campaign monitoring, data quality assurance, analytical reporting and evidence use. Existing priorities include strengthening government-led systems such as DHIS2 and the Nigeria Health Logistics Management Information System (NHLMIS), supporting SMART surveys and IPC Acute Malnutrition analysis, improving routine programme datasets, and producing actionable information products for programme management, advocacy and reporting.

The Information Management Officer (IMO) will consolidate these functions at NOB level and provide professional technical and operational support to the Nutrition Section and government counterparts, ensuring that high-quality data and evidence are available and used to improve nutrition results across the Sokoto Field Office.

2. Purpose of the Post

Under the supervision of the Nutrition Specialist, the IMO will lead and coordinate nutrition information management, data analytics and evidence functions for the Sokoto Field Office. The incumbent will strengthen nutrition data and logistics information systems; support assessments, surveillance and analyses; monitor programme performance, supply utilization; build partner capacity; and translate data into timely dashboards, briefs, reports and other decision-support products.

3. Key Functions and Responsibilities

A. Information management and routine data systems

- Conduct regular data quality and consistency checks, triangulate information from routine systems, programme monitoring, logistics systems and third-party monitoring, and follow up identified gaps.
- Produce periodic dashboards, bulletins, situation updates, maps, graphs, presentations and analytical briefs, including granular analysis to identify low-performing LGAs, wards and health facilities.
- Provide timely analytical inputs to UNICEF programme reviews, RAM/PMS monitoring, SitReps, annual reports, donor proposals and reports, advocacy products and management briefings.
- Conduct routine commodity utilization reviews through triangulation of supply, treatment and beneficiary data, including comparison of commodity consumption with admissions, caseloads, beneficiary reach and programme performance indicators.
- Analyse stock status, consumption trends, pipeline requirements, reporting completeness and supply-chain bottlenecks, and provide recommendations for corrective actions.
- Produce regular nutrition commodity dashboards and analytical reports highlighting stock availability, utilization rates and supply risk.

B. Data quality, analytics, visualization and reporting

- Develop and improve tools, processes and standard operating procedures for routine nutrition data collection, quality assurance, analysis, storage and reporting.

- Conduct regular data quality and consistency checks, triangulate information from routine systems, programme monitoring and third-party monitoring, and follow up identified gaps.
- Produce periodic dashboards, bulletins, situation updates, maps, graphs, presentations and analytical briefs, including granular analysis to identify low-performing LGAs, wards and health facilities.
- Provide timely analytical inputs to UNICEF programme reviews, RAM/PMS monitoring, SitReps, annual reports, donor proposals and reports, advocacy products and management briefings.

C. Assessments, surveillance and evidence generation

- Coordinate and provide technical support to the planning, implementation, analysis, reporting and dissemination of Nutrition SMART surveys in states supported by the Sokoto Field Office, in line with national and international standards.
- Support nutrition and food security surveillance and other population-level assessments, including indicator harmonization and analytical reporting.
- Provide validated datasets and technical inputs for IPC Acute Malnutrition analysis and relevant food security analyses, including pre-analysis preparation, caseload estimation, classification, projections and report consolidation.
- Promote the use of assessment and programme evidence for prioritization, programme design, targeting and course correction.
- Support the use of assessment findings, caseload estimates and programme data for nutrition commodity forecasting, quantification and supply planning.

D. Programme Monitoring, Supply Management and Implementation Support

- Support nutrition programme design, work planning, results-based management and monitoring across Sokoto, Kebbi and Zamfara States.
- Conduct field monitoring and supportive supervision to verify data quality, reporting completeness and service performance, and document corrective actions.
- Support MNCHW and other nutrition campaigns through microplanning, commodity requirement analysis, monitoring, data validation, harmonization into DHIS2 and post-campaign performance analysis.
- Analyse third-party monitoring reports and checklists for recurring patterns, trends, bottlenecks and field observations, and translate findings into programme recommendations.
- Support nutrition commodity quantification, forecasting, distribution planning and monitoring to ensure uninterrupted availability of nutrition supplies across supported states.
- Review commodity requests from states, LGAs and facilities against verified caseloads, admissions, beneficiary reach, consumption trends and programme targets to ensure allocation accuracy and accountability.
- Conduct routine analyses and triangulation of commodity requests, stock data, beneficiary reach and treatment information to identify inconsistencies, over- or under-utilization, potential leakages and supply gaps.
- Monitor distribution plans, stock movement and utilization to ensure supplies reach intended beneficiaries and support programme objectives.
- Conduct field verification of stock records, warehouse reports, inventory management practices and storage conditions, and recommend corrective actions where needed.

E. Capacity Development, Coordination and Knowledge Management

- Assess information management capacity gaps and develop practical capacity-strengthening plans for government and implementing partners.
- Plan and facilitate training, coaching and on-the-job mentoring on nutrition data management, IMAM data, DHIS2, NHLMIS, survey methods, commodity management, data visualization and evidence use.
- Build capacity of government and partner staff on nutrition supply management, forecasting, quantification, stock monitoring, commodity accountability and utilization analysis.
- Coordinate with State and LGA nutrition teams, information management and data focal points, logistics officers, implementing partners and relevant technical working groups to improve harmonization, timeliness and accountability for programme and supply data.
- Strengthen collaboration between nutrition programme and supply-chain teams to improve evidence-based forecasting, commodity planning and decision-making.
- Disseminate information products through appropriate channels, gather user feedback and continuously improve the relevance and usability of data products.

- Support knowledge management through documentation of lessons, good practices and analytical products that strengthen programme learning and advocacy.

5. Minimum Qualifications

Education

A university degree in nutrition, public health, epidemiology, statistics, information management, computer science/engineering, health/nutrition research, global/international health and nutrition, or another related field with a strong data or nutrition focus.

Experience

- A minimum of two years of relevant professional experience in nutrition information/knowledge management, data management, monitoring or a related field.
- Demonstrated experience in nutrition data collection, compilation, cleaning, quality assurance, analysis and visualization, including production of reports and information products for technical and non-technical audiences.
- Experience with routine nutrition programme data and government information systems. Familiarity with DHIS2 and nutrition logistics information systems is highly desirable.
- Experience supporting nutrition assessments such as SMART surveys, IPC Acute Malnutrition analysis and/or food security analysis is highly desirable.
- Experience in humanitarian and development contexts and/or with the UN system is an asset.

Language Requirements

Fluency in English is required. Knowledge of a working language commonly used in the duty station is an asset.

6. UNICEF Core values and Competencies

Core Values

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

Core competencies

- Demonstrates Self Awareness and Ethical Awareness;
- Works Collaboratively with Others;
- Builds and Maintains Partnerships;
- Innovates and Embraces Change;
- Thinks and Acts Strategically;
- Drives to Achieve Impactful Results; and
- Manages Ambiguity and Complexity.

8. Desirable Skills

- Strong analytical, statistical and data interpretation skills.
- Ability to translate complex datasets into concise, decision-oriented information products.
- Proficiency in relevant data-management and visualization applications; familiarity with DHIS2, SMART methodology is an advantage.