**Terms of Reference:**

**GSC Associate Information Management Officer**

1. **Background**

The Global Shelter Cluster has created a Support Team composed of different roles, including those of the Global Focal Points (GFP). In order to advance in its performance as GSC lead for conflict situations, UNHCR will appoint an Associate Information Management Officer (IMO) to work closely with the IM Global Focal Point appointed by IFRC and other partners.

Together, they are in charge of acting as surge capacity to country level shelter clusters, setting up IM systems, supporting capacity building and preparedness in-country. In addition, the IMO will be in charge of compiling data and analyzing trends from all country-level clusters, capturing and improving tools for information managers, and providing inputs to inter-agency and inter-clusters discussions.

1. **Purpose and Scope of Assignment**

Activities related to country-level Shelter Clusters:

1. Provide in-country surge capacity and remote support to the UNHCR-led shelter clusters to set up their information management systems including the website and factsheet.
2. Adapt global tools to the different responses, including 4Ws, reporting templates and shelter/NFI gap analysis.
3. In coordination with the UNHCR Field Information and Coordination Support Section (FICSS), IFRC, and OCHA interact with the different information/data portals – Humanitarian Response, UNHCR data portal, and ShelterCluster.org – to ensure country information is readily available and shared amongst the different platforms.
4. With the information management team from IFRC, identify gaps and needs for strengthening shelter cluster information management systems.
5. With the GSC Support Team, compile data from country-level clusters in order to provide an overall picture of country-level clusters statistics, trends, advocacy messages, and other analyses.

Related to the Global Shelter Cluster:

1. In collaboration with IFRC and FICSS, create systems and tools to better address information management needs of the GSC and country-level shelter clusters.
2. Participate in the GSC Shelter Vulnerability Classification Working Group, supporting the development of agreed upon tools and procedures for classifying and communicating the nature and severity of shelter vulnerability.
3. Liaise regularly with the CCCM and Protection clusters to promote collaboration and synergies in information management among the three UNHCR-led clusters.
4. Be the GSC focal point for the implementation of IASC Cluster Coordination Performance Monitoring.
5. Participate in the preparation and facilitation of the GSC events and trainings.
6. **Qualifications and experience**

Education

* University degree in Information Technology, Demography, Statistics, Social Sciences, Architecture, Engineering or a related field. Master’s degree is an asset.

Experience required

* Between 2 to 4 years’ experience on a similar position including direct experience as information manager. Previous experience in the Shelter Cluster would be an asset.
* Desirable: experience with shelter-related programmes (particularly those focused on conflict-related emergencies and contexts).

Competencies

* Knowledge of the humanitarian community, including donors, governments, the UN coordination system and relevant international and regional organizations.
* Knowledge of the humanitarian reform process, the cluster approach, and the role of the humanitarian community and understanding of the transformative agenda.
* Good communication and analytical skills. Basic understanding of social statistics and demography.
* Knowledge of different data collection methodologies and proven skills to analyse statistical information.
* Ability to formulate IM-related technical requirements and operating procedures, e.g. translate planning-specifications into technical briefs for data capture and analysis, and vice versa.
* Excellent command of Excel, business intelligence software such as Microsoft PowerBI or Tableau and website content management systems such as Drupal.
* Basic qualitative and quantitative research skills, including interviewing techniques.
* Ability to use a logical and structured approach to collate, archive and synthesize information.
* Proven interpersonal and negotiating skills.
* Good verbal and written English. Other UN languages would be an asset, particularly French.

Duration

* From 1 October to 31 December 2018. The role will continue in 2019 but a new recruitment process will be undertaken. In 2019 the role is likely to have a higher percentage of time deployed to the field.

1. **How to apply**

Please send your CV and cover letter by e-mail to [HQshelter@unhcr.org](mailto:HQshelter@unhcr.org). Applications must be received no later than 21 September 2018. Only short-listed candidates will be contacted.

Note that due to the urgency of the recruitment, interested candidates are advised to apply as soon as possible, since interviews may be held before the deadline if suitable candidates have been identified.