

## Rapid Response Role Profile

Job Title	Information Management Delegate
Classification Level	
Immediate Supervisor's Title	FRC Operations Manager
Number of Direct Reports (if applicable)	N/A
Number of Indirect Reports (if applicable)	N/A
Duration	6 months, with a possible extension. Starting date: February 2023.
Duty station	Ethiopia – Oromia region, with regular visits to Addis Ababa.

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

The Finnish Red Cross (FRC) is part of the Red Cross Red Crescent (RCRC) Movement, the world's largest humanitarian network with millions of volunteers and staff operating in 190 countries. Our mission is to alleviate human suffering, protect life and health, and uphold human dignity especially during armed conflicts and other emergencies. To achieve this, we follow the seven humanitarian principles: Humanity, Impartiality, Neutrality, Independence, Voluntary service, Unity and Universality.

The Ethiopian Red Cross Society (ERCS) is one of the main partners for the FRC in Africa since 1980's. Currently, the FRC and ERCS are engaged in both programmatic and emergency cooperation.

Presently, Ethiopia is facing acute humanitarian consequences caused by armed conflicts, violence, and natural hazards, such as floods and droughts. More than 20 million people are estimated to be in need of humanitarian assistance in Ethiopia in 2022; nearly three-quarters of them are women and children. It is projected that 6.8 million people in southern and south-eastern Ethiopia will likely face high levels of food insecurity because of the ongoing drought.

In line with the International Federation of Red Cross and Red Crescent Societies' (IFRC) Emergency Appeal and Operational Strategy 2022- 2024, the FRC will provide financial and technical support to the ERCS to meet the basic needs of the most vulnerable drought-affected people in Afar and Oromia regions through emergency Multi-Purpose Cash Assistance (MPCA) and emergency water and hygiene promotion (WASH) activities (Emergency Operation). The Emergency Operation, funded by the Finnish Ministry of Foreign Affairs, aims to address the basic needs of 5,200 HH (26,000 people) through MPCA and WASH activities for a period of 10 months.

Due to the nature of the Emergency Operation, this role profile is an outline of the likely responsibilities applicable to an Information Management Delegate with strong CVA competencies, deployed in a bilateral partnership.

### Job purpose

The Information Management (IM) Delegate is responsible for ensuring the proper Information Management (data collection, management, analysis and reporting) in support of the ERCS regarding the Emergency Operation. The IM Delegate will be responsible for ensuring relevant, timely and accurate Information Management products, processes, systems and tools are used in a coordinated manner for operational decision-making.

The IM Delegate will support the ERCS to coordinate with all RCRC Movement partners and external stakeholders, to avoid duplication and ensure synergies. As a part of the Emergency Operation, the IM Delegate will support the ERCS in regard to IM capacity strengthening (mainly in IM - Cash Voucher Assistance-CVA-) and will identify what additional resources would be needed for supporting the IM efforts within the Emergency Operation.

The IM Delegate is expected to report to the FRC Operations Manager and coordinate with the ERCS Planning Monitoring, Evaluation Reporting (PMER) and CVA Teams.

## Role (Job Requirements)

### Job duties and responsibilities

In coordination with the FRC Operations Manager, the IM Delegate will be responsible for supporting the ERCS concerning the following:

#### DATA PROCESS:

- The documentation and dissemination of the processes specific to the Emergency Operation.
- Setting up the data processes related to Emergency Operation.
- Identifying, contextualizing and disseminating IM tools.
- Provide guidance and support in determining data protection considerations in the collection, management, storage, and sharing of data.
- Support the Emergency Operation planning.

#### DATA COLLECTION:

- Support the assessments (market, response options, needs).
- Assist with populating data collection plan, assist with carrying out primary data collection as a result of gaps identified.
- Support the submission to the different relevant entities of the reports required.
- Contribute to design and planning of the different activities of the Emergency Operation.
- Gather data on vulnerability for targeting. Apply vulnerability, geographic data to assist with applying targeting criteria and determining final targeting allocations by geography. highlight analysis.
- Design and develop data collection forms (e.g. beneficiary registration, PDM, exit-survey).

#### DATA MANAGEMENT:

- Identify data related challenges in the Emergency Operation processes and highlight where tools and competencies for data management may help.
- Provide advocacy within the ERCS for robust data management tools, highlighting the benefits observed and considerations for rollout from various NS's that have used it for CVA and in-kind assistance.
- Provide assistance to the evaluation and identification of data management tools that fit NS's needs, plans, resources, and context.
- Provide training on data management tools.
- Setup data management tools for the Emergency Operation.

#### ANALYSIS:

- Support analysis of data such as priority needs, response analysis, transfer value calculation, decision making matrix, market & price monitoring, PDM analysis, complaints & feedback data analysis.

#### REPORTING

- Assist in preparing or generating reports.
- Aggregating and visualizing planning, distribution, and monitoring data.
- Support reconciliation of assistance data.
- Disseminate information to internal and external stakeholders (IFRC operations, government, coordination bodies, etc.).

#### COORDINATION & SUPPORT

- Coordinate with the ERCS PMER and CVA team, ERCS branch teams and other relevant partners.
- Liaise with other IM personnel (e.g. data visualization, primary/secondary data collection, analysis, etc.).
- Support the FRC Operations Manager and ERCS in PMER activities.

#### CLOSURE & TRANSITION:

- Assist in preparing for Audit (design and implementation decisions, evidence including complete financial reconciliation).
- Assist in Lessons Learning Reviews, analysis of data to help evaluation of program.

#### CAPACITY BUILDING

- Facilitate training and develop materials to help train NS staff/volunteers on IM.

### Duties applicable to all staff

1.	Actively work towards the achievement of the FRC's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

### Profile (Position Requirements)

Education	Required	Preferred
University degree or technical qualification in relevant areas such as Information Management, Disaster Management, IT/Computer Science, Finance, GIS/Geography, or equivalent experience		⊙
IFRC Basic Delegate Training Course, IMPACT, ERU or equivalent knowledge	⊙	
Cash Level 2 Training	⊙	
Practical Cash in Emergencies (PECT)		⊙
Experience	Required	Preferred
At least 3 years' of professional experience in Information Management and Data Management in humanitarian emergencies or recovery operations, including collection, storing, processing, and analyzing data to generate information products (including surveys, GIS, data base systems, visualization and other information management tools, systems and procedures)	⊙	
At least 5 years' experience in emergency humanitarian operations, including volatile, fragile and sensitive contexts.	⊙	
Experience with handling confidential data	⊙	
Experience in advanced data visualization and information design	⊙	
Significant experience in supporting or running CVA	⊙	
At least 2 years of experience working for the Red Cross/Red Crescent Movement	⊙	
Relevant experience in managing, training and supporting staff and volunteers	⊙	
Knowledge & Skills	Required	Preferred
The ability to collect, collate, analyse, disseminate and act on key humanitarian information is fundamental to effective response	⊙	
Technically proficient in data collection tools such as ODK/Kobo	⊙	
Advanced Excel skills	⊙	
Ability to manage databases such as SQL, Oracle, MS Access		⊙
Ability to use integrated data management tools such RedRose	⊙	
In-depth knowledge of the latest technological developments in information technology and information system		⊙
Knowledge and understanding of relational data theory (e.g. linking datasets)	⊙	
Proven skills to analyse statistical information	⊙	
Ability to formulate IM-related technical requirements and Operating Procedures	⊙	
Ability to translate planning-specifications into technical briefs for data capture and analysis, and vice versa	⊙	
Ability to compile and holistically analyse diverse datasets	⊙	
Demonstrated understanding of different data collection methodologies	⊙	
Skills using data visualization tools such as Tableau, PowerBI	⊙	
Knowledge of needs assessment indicators for needs analysis, monitoring and evaluation in disaster contexts, including SMART, SPHERE, and Cluster/Sector specific indicators	⊙	

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values		⊙	
National Society Capacity Strengthening		⊙	
Coordination	⊙		
Assessment	⊙		
Direction Setting and Quality Programme Management	⊙		
Information Management			⊙
Resource Management	⊙		
Safety and Security		⊙	
Transition and Recover	⊙		
Community engagement and accountability		⊙	
Protection, Gender and Inclusion	⊙		
Environmental sustainability	⊙		
Collaboration and teamwork		⊙	
Conflict management	⊙		
Interpersonal Communication		⊙	
Cultural awareness		⊙	
Judgement and decision making		⊙	
Motivating Others		⊙	
Personal resilience			⊙
Integrity		⊙	

Technical Competencies - Relief Competency Framework (including in-kind and CVA)	Tier 1	Tier 2	Tier 3
1.4 Coordination	⊙		
2.1 Advocacy	⊙		
3.1 Needs assessment		⊙	
3.2 Market assessment		⊙	
4.1 Modality and mechanism selection	⊙		
4.2 Transfer value (for CTP)		⊙	
4.3 Vulnerability and targeting	⊙		
5.1 Beneficiary registration		⊙	
5.2 Beneficiary communication and accountability	⊙		
5.3 Financial service provider (for CTP)	⊙		
5.4 Distribution and encashment	⊙		
6.1 Monitor		⊙	
6.2 Market monitoring		⊙	
6.3 Evaluation		⊙	
7.1 Data collection and analysis			⊙
7.2 Reporting		⊙	

Technical Competencies - IM			
Needs assessments & planning in emergencies	<input checked="" type="radio"/>		
Assessment design & planning		<input checked="" type="radio"/>	
Data collection, management and protection			<input checked="" type="radio"/>
Analysis (including spatial analysis, joint and coordinated processes)		<input checked="" type="radio"/>	
Reporting and dissemination			<input checked="" type="radio"/>
GIS and Data Visualization		<input checked="" type="radio"/>	
Monitoring & evaluation		<input checked="" type="radio"/>	

Languages	Required	Preferred
Fluently spoken and written English	<input checked="" type="radio"/>	
Good command of another IFRC official language (French, Spanish or Arabic)		<input checked="" type="radio"/>
Other languages: Finnish or Amharic		<input checked="" type="radio"/>

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