

## Vacancy Announcement

<b>Position</b>	<b>Information Management Officer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Gaza, Occupied Palestinian Territories	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	6 months (renewable)	<b>Security risk level</b>	Very risky (4/4)

## About Acted

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

## Position's context and key challenges

In response to the emergency situation in OPT, Acted recruits.

## Key roles and responsibilities

The CCCM Cluster Information Manager is to support the Cluster Coordinator in fulfillment of his/her coordination mission to:

1. provide leadership in emergency and crisis preparedness, response and recovery;
2. work in partnership to improve the protection and welfare of the camp residents;
3. ensure evidence-based actions, gap-filling and sound coordination; and
4. enhance accountability, predictability and effectiveness of CCCM Cluster actions

### 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

## Required qualifications and technical competencies

- Professional qualification in the library or geographic sciences, including information technology and statistics
- At least five year's combined field and headquarters experience in different international organizations (e.g UN agencies, INGOs, IOs, Donors, IFRC or ICRC)
- Detailed knowledge of the UN System, and NGO humanitarian community
- Knowledge of camp management-related technical guidelines, standards, and indicators
- Proven statistical analytic skills
- Experience in web design and programming (desired)
- Knowledge of multi-variate mapping techniques
- Familiarity with the humanitarian reform and cluster approach
- Demonstrated ability for leadership in context of partnership-building and consensual decision-making
- Demonstrated team-building and information management skills
- Demonstrated understanding of different data collection methodologies
- Excellent written and oral presentation skills
- Strong negotiation and interpersonal skills
- Willingness and ability to work in hardship environments
- Readily available for deployment
- Cultural and Gender sensitivity
- Fluency in an official UN language, with working-level proficiency in another official UN language

## Conditions

- Salary between 2000 and 2200€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in Acted guesthouse



- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- R&R every 3 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in Acted HQ, including a 4-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

### How to Apply

Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: Information Management Officer/OPT**