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| **Category:**  **Team member  Advisor  Manager** | |
| **Position**: Manager (Project Leader or equivalent) | **Job title**: Information Management Manager |
| **First name and last name** (*employee)*: | |
| **Reports to** *(hierarchy)*: Q&A Coordinator, or Delegation Head, or Programme Coordinator  *(working relationships)*:programme coordinators, project leaders, M&E team members, IM team members | *Number of subordinates:*  Any IM officers and/or operators |
| **Position grade**: 5 | **Working time (%)**: |

JOB DESCRIPTION

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| **General job description**:  The Information Management (IM) Manager provides methodological and technical support to project, programme and M&E teams as well as partner organisations, ensuring that information is correctly managed in the programmes and projects he/she deals with.  The IM Manager develops and steers data management systems, designing digital tools and ensuring they are correctly integrated into a coherent system architecture.  He/she helps operations teams collect, manage, check, update and analyse data.  He/she helps develop a dynamic approach to IM inside and outside Tdh (by creating connections between Tdh projects and delegations and as part of regional partnerships, networks, centres of expertise, working groups, etc.). |

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| **Main responsibilities:**  **Strategic management**   * Helps develop and implement the delegation’s strategic IM orientations in coordination with the Q&A Coordinator and/or M&E Manager, the Delegation Head, programme coordinators and, if applicable, thematic reference persons. * Ensures the efficient and optimal management of the delegation’s information and data flows through an appropriate, coherent and high-performance management system. * Plans IM activities and oversees their implementation; manages and supervises related resources. * Coordinates activities in accordance with practices and rules applicable to other actors involved in information management (state structures, humanitarian coordination, etc.). * Ensures ethical principles related to M&E and IM are respected, especially those concerning gender equality, fairness and “do no harm”. Protects confidential data, applies the principles of informed consent, and protects children during the collection, processing, analysis and use of M&E data.   **Management**   * Manages team members answering to him/her (IM officers), from the recruitment phase up until the end of their employment. * Adopts good management practices in keeping with Tdh’s values. * Applies the delegation’s staff management policy. * Ensures the optimal allocation and proper management of the delegation’s IM resources (including financial, logistical, technical and human resources). Monitors IM budgets monthly. * Ensures project and programme teams take part in IM projects and works towards optimal cooperation within the delegation in the IM field.   **Data management systems**   * The IM Manager is responsible for:   1. Analysing the IM needs of project, programme, M&E and IM teams, and defining and selecting appropriate IM tools and software   2. Ensuring that the information collection and management systems used by partners and project, programme and M&E teams are integrated and consistent   3. Designing digital tools for entering, compiling and analysing data using appropriate software and platforms, and configuring data processing software as required   4. Designing, writing and sharing IM procedures, ensuring that these documents are adapted to users   5. [Optional] Managing any existing professional tools (for example, Case Management, distribution tools, etc.)   6. Coordinating data entry and updates to tables, databases and software (with any IM operators and project/programme team members involved in entering data)   7. Helping programme and M&E teams process and analyse data and perform technical operations such as data cleaning and analysis, as required by programme or M&E staff   8. Managing the security and archiving of all data on the programme or M&E activities under his/her responsibility   9. Ensuring confidential data is protected and implementing appropriate procedures and tools to guarantee this protection   10. Managing relationships with external actors involved in IM (data sharing protocols, etc.)   11. Managing relationships with any external service providers involved in IM (contracting, monitoring service providers, evaluating, etc.). * Led by the M&E, project and programme teams:   1. Helps develop data collection and activity monitoring tools, checking compliance with existing information systems.   2. Makes suggestions to improve the efficiency of the monitoring tools used by teams.   3. Provides training to field teams so they can use the digital tools developed.   4. Helps design plans for analysing the tools and surveys mentioned above.   5. Helps process and pre-analyse data. * Reports any data quality issues to his/her superior and the programme or M&E teams. * Provides the reports required by his/her immediate superior. * Informs the Project Leader and/or Programme Coordinator of any unmet targets, contextual changes (risks and opportunities) and negative effects on beneficiaries.   **Learning/training**   * Helps build the skills of teams and partners in the IM field. * Ensures IM tools and procedures are capitalized on. * Helps develop a dynamic approach to IM inside and outside Tdh (by creating connections between Tdh projects and delegations and as part of regional partnerships, networks, centres of expertise, working groups, etc.).   **Security and child safety**   * Understands and applies security policies, the Child Safeguarding Policy and fraud prevention policies. |

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| **Competencies**: *This position requires Personal, Social and Leadership Competencies* ***(PSLC)*** *and Technical and Methodological Competencies* ***(TMC)***  In particular:   1. Ability to work independently, as well as to provide support and advice 2. Ability to create a cooperative and collaborative environment 3. Ability to ask questions and communicate clearly and constructively on positive and negative issues 4. Discipline, precision, transparency and intellectual honesty 5. Excellent oral and written communication skills (in constructive negotiations) in all areas (internal and external), active listening skills 6. Team spirit: ability to work closely with project teams and consultants 7. Analytical and communication skills 8. Results-oriented focus and problem-solving abilities 9. Flexibility, availability and adaptability 10. Curiosity 11. Ability to learn from positive and negative experiences, capitalizing on errors |

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| **Other professional skills required:**   1. Excellent command of the following software tools (depending on the delegation): Excel (including pivot tables), Stata, SPSS, Sphinx, EpiData, Access, QGIS, ArcGIS, Google Fusion, ODK/KoBo tool box, Ona, Primero, RedRose, LMMS, among others. If the applicant lacks this experience, he/she must have worked with similar software and be able to quickly master new tools. 2. Command of IT and file management tools in general 3. Excellent skills in designing and managing tools for entering, compiling and pre-analysing data, and an understanding of database issues 4. Excellent data analysis skills 5. Experience with quantitative collection methods, as well as data collection and processing in the field 6. Knowledge of and professional experience in the children’s rights field (protection and health) in the humanitarian aid/development context 7. Awareness and knowledge of ethical issues related to data management |

The applicant declares he/she has read and understood these specifications.

Date: First name and last name: Signature: