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| **Category: [x]  Team member** **[ ]  Advisor [ ]  Manager** |
| **Position**: Qualified employee  | **Job title**: Information Management/ Monitoring Operator |
| **First name and last name** (*employee)*: |
| **Reports to** *(hierarchy*):Project Leader/Programme Coordinator/Head of Base or, in some situations, M&E or IM Manager/Officer*(working relationships):* Project Leader/Programme Coordinator/M&E Manager and officers/IM Manager and officers | **Number of subordinates**:N/A |
| **Position grade**: 2 | **Working time (%):**  |

JOB DESCRIPTION

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| **General job description**: The Information Management/Monitoring and Evaluation (IM/M&E) Operator provides support to project teams, programme teams and partners during the entering, processing and saving of programme information collected in the field.The IM/M&E Operator also helps collect data in the field (by filling in investigation forms, collecting data from registers and performing interviews) to support monitoring activities. |

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| **Main responsibilities:*** Enters data provided by project teams, programme teams and partners using the appropriate software.
* Updates project and programme databases using the appropriate software and other information management tools (such as maps).
* Helps teams process collected data (by cleaning data, performing initial calculations, etc.) in line with instructions from superiors.
* Archives and saves data in conformity with data confidentiality and security rules.
* Supplies data as requested by programme teams.
* Helps collect data in the field as required by project teams, programme teams or partners by performing household or individual surveys, using registers or secondary data and performing interviews.
* Reports any unresolvable processing or quality problems or errors to superiors in a timely and constructive manner.
* Provides the reports required by his/her immediate superior.
* Ensures ethical principles related to M&E 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.
* Informs the Project Leader and/or Programme Coordinator of any unmet targets, contextual changes (risks and opportunities) and negative effects on beneficiaries.
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| **Competencies**: *This position requires Personal, Social and Leadership Competencies* ***(PSLC)*** *and Technical and Methodological Competencies* ***(TMC)*** In particular: 1. Cooperation skills and a positive attitude when working within the department and with project teams
2. Discipline and precision
3. Organisation skills
4. Transparency and intellectual honesty
5. Ability to solve problems in an honest and constructive way
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| **Other professional skills required:*** Previous experience with the following software tools (depending on the delegation): Excel, Stata, SPSS, EpiData, QGIS, etc. If the applicant lacks this experience, he/she must have worked with similar software and be able to quickly master new tools.
* Experience in collecting data during field investigations in the [child protection/health] area.
* Data entry experience
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The applicant declares he/she has read and understood these specifications.

Date: First name and last name: Signature: