**ROLE PROFILE**

**TITLE:** Education Cluster Information Management Specialist  
**REPORTS TO:** Education Cluster Coordinator SC's Education Specialist  
**LOCATION:** Haiti, including remote and insecure locations  
**GRADE:**  
**CONTRACT LENGTH:** 06 months with a possible extension

**CHILD SAFEGUARDING:**  
Level 3: the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

**ROLE PURPOSE:**  
The Information Manager is a core Cluster Coordination team member. The purpose of this post is to manage the collection, analysis and sharing of information that is important for the Cluster participants to make informed (evidence based) strategic decisions. The incumbent operationalizes data standards developed at the central level in field operations, compiles and explores data from all populations of concern. S/he supports the SC’s Programme Team and Education Cluster in the choice of indicators for monitoring to be included in sub-agreements as well as the Education Cluster (in the local and national level) in operationalizing education monitoring systems.

**KEY AREAS OF ACCOUNTABILITY:**

- Respond to the information needs of cluster participants at the sub-national level in coordination with the national level.
- Support the completion and articulation of damage assessments to achieve a single analysis to clearly identify real needs. (There are several organizations doing damage assessment at the local level, apart from the Ministry of Education, however we still do not know how many or until what extent were schools affected)
- Develop a functional 5Ws that is always available and in real time for each department.
- Build a geo-referenced map of the affected schools. Even with a list or table of damaged schools, without an overview for territorial analysis; strategic and practical decisions for better response coverage will not be possible (e.g., location of temporary EiE/CPiE spaces, according to the level of impact in the area, location of basic services, land, or air access, etc.).
- Produce daily or every other day snapshots that inform in a concrete, clear and friendly way what is happening (needs, challenges, and concrete actions). Such information should directly feed the SITREP at national and regional level and would facilitate the management of the communications team.
- The incumbent will ensure effective communication, reporting, participation, and coordination between the sub-national and national levels.
- Adapt existing in-country information management approaches for collecting, analysing, and reporting Sub-national and National Clusters activities and resources, and identifying information gaps.
- Establish and maintain information databases that consolidate, analyse and report/disseminate information critical to decision making.
- Support the estimation of spatial and temporal gaps, overlaps and coverage of Cluster activities and projects.
- Work with Sub-national and National Clusters / participants to identify information gaps at sub-national and national levels and propose ways to bridge those gaps.
- Work with the OCHA Information Management Specialist to develop appropriate supportive strategies.
- Use GIS mapping for map production and geographic data management
- Adopt and promote the use of global standards for information management for inter-operability.
- Manage flows of information and dissemination in an appropriate way, including website management.
- Manage an inventory of relevant documents on the humanitarian situation.
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• Support the development and analysis of needs assessment and monitoring programmes
• To provide information management leadership in assessments and monitoring, including joint assessments and training.
• Lead on the preparation of SitRep inputs with emphasis on Cluster plans, targets and achievements.
• Develop and strengthen information management capacity through the training

Capacity Building:
• Ensure that capacity building of country education cluster members at the national and local level, government counterparts and agency staff to guarantee the quality and systematic management of information required for information management.
• Identify learning and training opportunities for education cluster members and work to increase capacity in preparedness and response within the cluster in terms of information management.
• Provide training and expertise on the use and development of information management tools and platforms to cluster members at the sub-national and national levels.

General:
• Contribute to the core cluster functions
• Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
• Display neutrality and act as representative of all education cluster members.
• Develop and maintain a strong and positive relationship with key counterparts at the relevant line ministry/department and UNICEF.

COMPETENCIES FOR THIS ROLE:

1. Leading and Inspiring Others
   Demonstrates leadership in all our work, embodies our values, and articulates a compelling vision to inspire others to achieve our goals for children.
   Accomplished

2. Problem Solving and Decision Making
   Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation.
   Leading Edge

3. Communicating with Impact
   Communicates clearly and confidently with others to engage and influence; promotes dialogue and ensures timely and appropriate messages, building confidence and trust with others.
   Leading Edge

4. Working Effectively with Others
   Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives. Knows when to lead and when to follow and how to ensure effective cross-boundary working.
   Leading Edge

QUALIFICATIONS AND EXPERIENCE

Essential
• University degree, preferably at an advanced level, in a subject area relevant to information management, Management Information systems (MIS). Extensive work experience relevant to this post may be considered as a replacement for formal qualifications.
• At least 7/10 years progressively responsible humanitarian work experience with UN and/or NGO, including information management in the first phase of a major emergency response relevant to the cluster.
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- At least two years of experience in Education Information Management or Education program management.
- Establish and maintain information databases that consolidate, analyse and report/disseminate information critical to decision making.
- Formal training in cluster information management.
- Demonstrable understanding of international humanitarian response and co-ordination mechanisms
- Excellent knowledge of MS Excel or MS Access (e.g. pivot tables and functions); proven technical expertise for managing data capture and storage, for analysing diverse datasets, and presenting information in understandable tables, charts, graphs and reports; knowledge of establishing and managing basic websites (e.g. UNOCHA’s Humanitarian Response platform); proven skills in using GIS and map-making packages, and in web design and software development are an asset
- Understands key technical issues for of the Humanitarian Program Cycle and cluster sufficiently well enough to be able to: engage with cluster participants; understand their cluster-specific information management needs.
- Excellent communication skills, including ability to facilitate diverse groups
- Politically and culturally sensitive with qualities of patience, tact, and diplomacy
- Experience of high-level co-ordination and chairing of meetings
- Understanding of opportunities to provide integrated or cross-cutting humanitarian interventions with other sectors and Clusters/ partners
- The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
- Fluency in French

Desirable
- Strong influencing skills and experience in advocacy
- Language skills in English, Spanish
- Experience or knowledge of working and living in Haiti

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