



**United Nations High Commissioner for Refugees (UNHCR)
Philippines**

TERMS OF REFERENCE

Position Title: Asst. IM Officer	Vacancy Notice Number: 22/2019	Date Issued: 03 January 2020
Contract: National Officer - TA	Report To: Head of Field Office	Closing Date: 19 January 2020
Contract Duration Ending 31 December 2020	External Vacancy	Duty Station: Cotabato

ORGANIZATIONAL CONTEXT. *Define the role of the position within the team, describing its leadership role, if any, its external/internal work relationships or contacts, the contextual environment in which it operates and the scope of supervision received, and where applicable, exercised by the incumbent.*

Under the supervision by the Head of Field Office, the Assistant Information Management Officer will be responsible for broadly supporting the production and dissemination of geographic information on the population of concern to the Country Office, including, but not limited to Protection and Programme information.

The Assistant Information Management Officer will liaise with sectoral leads to gather geographic information for further analysis and dissemination and identify information gaps. Where information gaps exist, the Assistant Information Management Officer may help setting up primary data collection systems and organise needs assessments, which may also involve other stakeholders.

In the case of IDP operations, the Assistant Information Management Officer will coordinate geographic information management activities relevant to all aspects of the operation, UNHCR-led clusters and act as main focal point for those clusters with UNOCHA.

FUNCTIONAL STATEMENT. *Describe the accountabilities, responsibilities and authorities associated with the position.*

Accountability *(key results that will be achieved)*

- Map products and services provided to UNHCR and collaborative partners through client oriented established procedures
- Geographic data standards and datasets promoted and disseminated within UNHCR and partner organizations to facilitate operations.
- Geospatial analysis coordinated and performed within UNHCR and partner organizations and resulting products and datasets disseminated.
- Value-added coordination among humanitarian partners on data harmonisation and information management is enhanced.
- Increase knowledge of internal and external audience on humanitarian information management through extensive capacity building initiatives.
- Support the government of Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) with capacity building and development of information management tools to track displacement.

Responsibility *(process and functions undertaken to achieve results)*

- Liaise directly with sector leads and partners to identify mapping needs and develop appropriate products according to defined UNHCR standards.
- Identify and implement a client oriented map request process to track and manage map requests and products.
- Analyse and produce a set of standard maps (Map Catalogue) for sector working groups, Inter-Agency structure and other UNHCR units based on operational needs.
- Support the established standards for operational, geographical and population data to be used throughout the country, maintain and distribute standards to IM officers and others working with operational data in the region, including partners.

- Advocate for harmonized data and mapping standards at field, national and regional levels.
- Maintain and expand the geographic data repository and related metadata.
- Provide GIS analysis to support UNHCR and partner decision making and guidance to achieve analytical products and derived geographic information.
- Contribute to training and skills-development support for UNHCR and partners in the areas of mapping, GIS analysis, spatial data standards, Global Positioning System (GPS) use in data collection and navigation and geodata collection procedures.
- Provide geographic information management services to support sector monitoring and evaluation in the IDP response in Mindanao.
- Support the promotion of data and information sharing within the humanitarian community in Mindanao as well as the adoption of global data standards, and where appropriate, the establishment of country-specific common data standards. To this end, maintain data and information-sharing relationships within the humanitarian community and with relevant governmental bodies.
- Identify and obtain the needed data and information elements required to produce standardized information products and design and manage respective data/information collection plans for baseline and context-specific data.
- Perform any other related tasks as required.

Authority (*decisions made in executing responsibilities and to achieve results*)

- Participate in the Protection and Information Management Working Group if needed.
- Assist in representing UNHCR-led clusters on inter-cluster Information Management Working Groups (for IDP situations) on geographic issues if needed in operations.
- Assist in training of data collectors and data entry personnel, if requested.
- Present geographic related material to senior managers upon request.

REQUIRED COMPETENCIES

Code	Managerial Competencies
1. <input checked="" type="checkbox"/> M001	Empowering and Building Trust
2. <input checked="" type="checkbox"/> M002	Managing Performance
Code	Cross-Functional Competencies
1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input checked="" type="checkbox"/> X002	Innovation and Creativity
3. <input checked="" type="checkbox"/> X003	Technological Awareness

ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED. *Define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the position.*

- Minimum of 6 years of relevant work experience.
- Demonstrated geospatial analytical skills applied to humanitarian and/or development scenarios.
- Demonstrated work experience with database management related to GIS.
- Experience with relevant GIS software such as ArcGIS and/or Mapinfo.
- Demonstrated managerial work experience, implementing and maintaining geographic data collection systems.
- Excellent written and oral presentation skills.
- Fluency in English and working knowledge of another relevant UN language or local language.

DESIRABLE QUALIFICATIONS & COMPETENCIES. *Describe any experience or knowledge that would be an asset, such as: UNHCR Learning Programmes, other training, additional languages, Field/HQs experience, etc.*

- Successful participation in a UNHCR endorsed learning programme related to Information Management.
- Experience with relevant software such as, SPSS, EpiInfo6, SQL Server, and/or progress.
- Experience in web design and software development is an asset.
- Experience with HTML, PHP, ASP and/or Java is an asset.
- Demonstrated ability in managing data and information from design, processing, analysis, publication and evaluation
- Training and facilitation skills is an asset.
- Experience working with local or international non-government organisations or UN agencies in Mindanao, or a good grasp of the Mindanao context.

Detailed information/job description for above position can be found at:

<https://www.unhcr.org/ph/careers>. Please submit your Curriculum Vitae and P.11, with subject: VN No. 22 – Application for Assist. IM Officer - Cotabato to: PHIMAVAC@unhcr.org.

Only applicants meeting minimum requirement will be short-listed for written test and/or interview. Application will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

P.11 form can be downloaded from:

http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_Personal_History_Form_October-2017.docm

Supplementary Form at this link:

http://www.unhcr.org/ph/wp-content/uploads/sites/28/2017/11/UNHCR_PHF_Supplementary_October-2017.docm