



Issued on: 31 AUGUST 2017

Deadline For Application: 14 September 2017

**JOB TITLE:** Information Manager Specialist for Food Security Cluster of South Turkey Hub

**TYPE OF CONTRACT:** Consultant

**ORGANIZATIONAL UNIT:** RNE

**DUTY STATION:** Gaziantep, Turkey

**DURATION:** 6 months (with possibility of extension)

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

**Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.**

**Persons with disabilities are equally encouraged to apply.**

**All applications will be treated with the strictest confidence.**

### Organizational Setting

Following a mission in April 2013 by the global Food Security Cluster (gFSC) to Gaziantep and Antakya, Turkey, it was determined that both technical and coordination support would add value to ongoing efforts in the food security and livelihood sector. Therefore, gFSC deployed an Advisor (from their Global Support Team) and an Information Management Officer in May 2013 to provide the requested sectoral support to local actors in Southern Turkey.

In late April, 2013, OCHA Turkey started general humanitarian coordination for all humanitarian actors providing support in Syria, a large number of which are also associated with food security related activities. On 30 May, 2013 an inception meeting was held with Food Security and Livelihoods actors to draw out the details for broad sectoral coordination and support. As of June, 2013, over 30 agencies have reported to have completed, planned and ongoing food security and livelihood activities and have shown interest in participating in a sector cluster for coordination, information management, assessment harmonization, technical/normative guidance, linkages and advocacy.

Thus, gFSC has facilitated a sectoral cluster for technical support and coordination to relevant humanitarian actors based in Southern Turkey. In this platform humanitarian actors such as Food Security and Livelihoods Cluster members, other international agencies, Turkish agencies, Syrian agencies and donors have been participating. The sector Cluster ToRs is being reviewed periodically to keep it in line with the fast changing contextual dynamics and sectoral needs. This sector cluster is facilitated by 2 co-Coordinators and an Information Management Officer (IMO).

### Reporting Lines

The consultant will be under the overall supervision of the Senior Programme Coordinator at the Gaziantep office. He/she will report directly to the Food Security Cluster Coordinator in Gaziantep.

### Technical Focus

The Information Manager Officer/Database Manager for the Food Security Cluster of South Turkey Hub will focus on the collection and processing of the 4Ws and related ad hoc requests for the Food Security Cluster; developing and maintaining operational or reference databases, and contributing to the technical aspects of various assessments undertaken by partners.

### Tasks and responsibilities

#### **Data collection and information analysis:**

- Establish, collect information for and maintain Who does What Where and When (4W) excel database/FSC Information Management Tool;
- Draft the monthly bulletin, based on 4W info, with trends analysis on food assistance and livelihoods;
- Provide technical support to assessments, data analysis and reporting on food security and livelihoods;
- Support the development of products/platforms for reporting on food assistance and livelihoods in areas covered by partners;
- Provision of IM services including data collection, entry, cleaning, collation and analysis;
- Conduct inventory of and identify relevant FSC data sets, including population data disaggregated by age and sex;
- Collect data on the humanitarian requirements and contributions (i.e. financial, material, human, as appropriate);
- Identify secondary data and information resources to compliment FSC inputs;
- As appropriate, design Food Security data collection forms, ensuring the purpose and use of data collected is clear, inclusion of straightforward questions and highlighting where potential problems might arise. Organize and manage the data input, analysis and presentation of data for the FSC;
- Respond to inter-agency information requests (i.e. 5W, situation reports) and engage with inter-agency processes;
- Respond to partners' information requests (i.e. 5W, situation reports) on timely manner;
- Based on collected data, identify gaps and duplications of assistance and produce gap analysis and partner capacity maps as needed using ArcGIS software;
- Prepare and disseminate information products that give humanitarian partners access to essential information;
- Develop simple, user-friendly emergency Food Security monitoring reporting formats in consultation with the local authorities, providers of Food Security assistance and other key stakeholders;

- Build additional and appropriate IM capacity through the training of additional staff and managing, organizing, and conducting capacity building activities.

**Other tasks:**

- Assist in organizing and following up with FSC Meetings (including preparing and disseminating meeting minutes)
- Create, manage and maintain contact directories and mailing lists of FSC partners, and disseminate information through e-mail as needed.
- Ensure the FSC country webpage on the FSC website is kept up to date by uploading key contact information, news, events, links and documents.
- Any other tasks that may be required (within reason) to achieve the objective of this assignment.

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## CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

### Minimum Requirements

- University degree in information management, information systems or related field.
- At least 3 years of relevant experience - preferably in the humanitarian field and emergency context.
- Working knowledge of English. Knowledge of Arabic is desirable.

### FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

### Technical/Functional Skills

- Work experience in field positions is desirable
- Extent and relevance of experience in humanitarian assistance, information management, data analysis and mapping
- Relevance of experience in programme/project analysis and planning
- Relevance of experience on Food Security Cluster coordination process and guidelines considered a strong asset
- Willingness and ability to work in difficult environments, under stressful and time-critical circumstances.
- Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrated openness in sharing information and keeping people informed.
- Cultural and gender awareness and sensitivity.
- Strong knowledge of and experience in using advanced Excel and data analysis software, including proficiency with databases.

### Selection Criteria

- Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrated openness in sharing information and keeping people informed.
- Cultural and Gender awareness and sensitivity.
- Strong knowledge of and experience in using advanced Excel and data analysis software, including proficiency with databases.
- Use of ArcGIS or another mapping software; understanding of GIS/Cartographic outputs and ability to collect and organize data to support their production (potentially to be produced by others).
- Ability to present information in clear and concise graphic and narrative presentation formats.

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Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

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### ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

## HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: [iRecruitment@fao.org](mailto:iRecruitment@fao.org)

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