Food and Agriculture Organization of the United Nations

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Vacancy Announcement

Published On: 05 August 2014
Deadline for Application: 20 August 2014

The FAO Representation in Bangladesh is inviting applications from qualified candidates to the following vacant position for its project "Strengthening the Food Security Cluster in Bangladesh through Improved Cluster Coordination, Information Management, Needs Assessment and Integrated Phase Classification (OSRO/BGD/401/EC)"to be filled as soon as possible:

Position: Information Management Officer for Food Security Cluster (humanitarian)– National Officer

The Information Management Officer (IMO) plays a vital role in collecting, analysing, and sharing information that is important for the cluster stakeholders to make informed (evidence based) strategic decisions on:

1. The needs of affected populations
2. The prioritization of these areas according to Food Security indicators
3. Where there is a need for Food Security actors and to what degree
4. What are the key gaps in activity and need
5. What capacity (human, material, financial) exists to be used in support of the identified prioritised response needs

The IMO, working closely with the GIS and Information Management Officer, supports the Food Security Cluster Coordinator (CC) by providing the data and information required to make programmatic decisions. As such, the Information Management Officer needs to be able to proactively liaise and communicate with a diverse audience and act as a 'bridge' between Food Security decision makers and technical IM staff.

Fundamental to the job is the ability to present information in a way that is easily understood by the cluster members. Sometimes this is through graphic means such as mapping but also through tables, charts, and narrative writing. Other times it involves discussing the information directly with the decision makers to make important interpretations on the findings.

The IMO is expected to provide overall secretariat support to the FSC and to assist in managing the FSC work plan, in coordination with the CC and the GIS and Information Management Officer and drawing on the expertise of the cluster co-leads.

The IMO will also play an important role in facilitating additional FSC preparedness measures, including but not limited to coordination of training.

Key Responsibilities and Tasks:

In coordination with the FSC GIS and Information Management Officer, the IMO should:

- Report to the Food Security Cluster Co-management team(FAO and WFP) and respond to the Cluster Membership's needs for information;
- Provide IM services for key decision-making including; data collection, collation, analysis and information dissemination relevant to the needs of the cluster;

- Ensure IM products are regularly updated and available. These include: contacts directory and mailing list; Who does What Where and When (4W) database (both the standard format agreed to by Information Management Working Group and the global FSC's online IM tool) and derivative products (including mapping of needs and gaps, in coordination with the GIS and Information Management Officer and the CC).
- Maintain and update the FSC Bangladesh website;
- Collect relevant information on a regular basis from both cluster leads, IPC National Officer, FSC Needs Assessment Officer, government partners and international and national NGOs and share on the website;
- Support organization of FSC and Technical Working Group (TWG) meetings (invitations, agendas, attendance sheets, Power Points etc.). This includes minute taking and circulation as well as follow up on meeting action points.
- As appropriate and possible within the time frame, facilitate and coordinate training and other activities as part of the overall FSC preparedness and response measures;
- As appropriate, assist in the design of Food Security data collection forms, ensuring that the purpose and use of all data collected is clear, questions are simple, clear, collectable and easily analysed highlighting where potential problems might arise; organize and manage the data input and initial analysis and presentation of data for the Food Security Cluster;
- Follow up on IM related outstanding points in the FSC minimum preparedness activity overview.
- Proactively liaise with the Humanitarian Advisor to the Resident Coordinator and IM Focal Points in other clusters– share information as appropriate and identify and gather information from other clusters which can inform Food Security response and preparedness decisions;
- Represent the FSC in IMWG meetings, ensure action points are undertaken on time and provide inputs to IMWG and DMIC as required in coordination with CC.
- Liaise with Global Food Security Cluster (GFSC) as required;
- Any other tasks that may be required (within reason) to achieve the objective of this assignment.

Essential Technical Skills:

- Strong knowledge of Excel and preferably MS Access or other databases.
- Ability to present information in understandable tables charts and graphs.
- Ability to produce lengthy and detailed reports in English (fluency in both Bangla and English required).

Other Technical Skills that are considered desirable:

- Ability to maintain and manage website content for the cluster.
- Data storage and file management expertise.
- Assessment, Survey, and Monitoring and Evaluation expertise.
- Communications and technical writing using both graphic and narrative presentations.
- Information Technology and networking skills.
- Experience in web design and programming.
- Knowledge of ArcGIS or other mapping software an advantage.
- Knowledge of Visual Basic/macros a plus.

Qualifications:

University Degree in a relevant field or discipline such as Food Security, Agriculture, geographic sciences, humanitarian affairs, political science, Information Technology, Information Systems, Engineering, or Communications although experience can replace qualifications.

Experience:

- Minimum of 3years experience – experience in the field in humanitarian context is an asset.
- Willingness and ability to work in difficult environments, in often stressful time-critical situations.
- Willingness to work in the field, as and when required.
- Cultural and Gender awareness and sensitivity.

Duty Station: Dhaka (with field work as and when required)

Duration: 11 months

Application Guidelines:

All applicants will send their Personal Profile Form(PPF) to the following address: FAOBD-Vacancies@fao.org only by close of business on 20 August 2014. PPF is available to this link: http://www.fao.org/employment/en/

Applications from qualified women are encouraged to apply.

Subject must refer "Application for the position of "Information Management Officer for Food Security Cluster (humanitarian)– National Officer"

Application not submitted through the filled PPF will be discarded. Please do not submit any certificates/documents with your application.

Candidates not possessing the essential qualifications should not apply as their application will not be considered.

Any persuasion will disqualify the candidate; only short listed candidates will be invited for the interview.