



Rapid Response Role Profile

Job Title	Information Management Coordinator
Classification Level	
Immediate Supervisor's Title	Head of Emergency Operations/ Operations Manager
Number of Direct Reports (if applicable)	
Number of Indirect Reports (if applicable)	

Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to Information Management Coordinator, deployed in a Federation co-ordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

Job purpose

The Information Management Coordinator is responsible for leading the Information Management in support to National Society and Movement partners. For large scale emergencies, the Information Management Coordinator leads the coordination and streamlining of Information Management within the operation.

The coordinator will be responsible for ensuring relevant, timely and accurate Information Management products, processes, systems and tools are used in a coordinated manner for operational decision making. The IM coordinator has a prominent coordination role for all the IFRC sectors and they will be the reference point to engage and communicate with the remote SIMS network. They will coordinate with all NS partners and external stakeholders, to avoid duplication and ensure synergies. The coordinator will be responsible in supporting the National Society in regards to Information Management capacity strengthening and will identify what additional resources would be needed for supporting the IM efforts within the Operation.

Role (Job Requirements)

Job duties and responsibilities

1. Lead the Surge IM team and oversee the responsibilities of other team members.
2. Coordinate and act as focal point for the remote coordination of the SIMS network, if activated.
3. Manage and coordinate the Information Management processes at the operational level in close coordination with the SIMS network.
4. Support the National Society on coordination with stakeholders regarding Information Management, analysis, data collection and visualisation and mapping.
5. Coordinate the implementation of an Information Management strategy and defining the data flows at the operational level with all key RCRC internal and external stakeholders, including IFRC sectors.
6. Regularly produce at the country level or coordinate with the remote SIMS activation when activated, the IM and analytical products in support of the Operation in a timely manner.
7. Ensure that IM products are accurate, comprehensible, clear and simple.
8. Look for potential risks, harm or opportunities regarding the IM, data process and outputs.
9. Represent the IM team at the country task force or Inter Agency IM working groups
10. Ensure lessons learnt are captured and fed into country and global level guidance or for future IM preparedness activities.

Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work related duties and responsibilities that may be assigned by the line manager

Profile (Position Requirements)

Education	Required	Preferred
Relevant university degree or higher education, preferably in management, social sciences or international development or demonstrated equivalent experience.	⊙	
Basic Delegate Training Course or IMPACT. FACT, ERU or RDRT Training or equivalent experience.		⊙
IFRC Emergency Needs Assessments and Planning (ENAP) training or relevant Inter Agency Needs Assessments related training		⊙
IFRC Humanitarian Information Analysis Course (HIAC) or relevant Inter Agency analysis related training		⊙
IFRC Mobile Data Collection and Survey Design Training or relevant Inter Agency mobile data collection / M&E trainings		⊙
Experience	Required	Preferred
At least 5 (five) years of experience in humanitarian emergencies with increasing levels of management responsibility and extensive overseas experience (at least 3 years in the humanitarian field context).	⊙	
At least 1 (one) year of management experience in humanitarian emergencies, including experience leading or being part of multi-disciplinary, multinational teams in complex environments.		⊙
Experience in undertaking and managing humanitarian information and data in operations.	⊙	
At least 1 (one) year of experience of working for the Red Cross Red Crescent Movement		⊙
Experience in representational roles, including engagement with RCRC Movement and Network coordination mechanisms, IASC Cluster system, government officials, local civil society, donors.		⊙
Experience in managing, training, mentoring and supporting staff or volunteers.	⊙	
Knowledge and Skills	Required	Preferred
Ability to analyse the overall humanitarian situation, develop programme strategy and project concepts	⊙	
Basic understanding of social statistics	⊙	
Full understanding of the IFRC RCRC IM network and how to engage and coordinate with SIMS remote activations	⊙	
High level of familiarity with IFRC IM standards, tools and processes	⊙	
Demonstrated ability in manipulating large data sets and in using data analysis tools and languages such as FME, Python, R, STATA, SPSS		⊙
Proven Information Management and data skills in the areas of mobile data collection, data visualisation, including mapping and M&E.		⊙
Demonstrated familiarity in using KoBo / Open Data Kit, QGIS, ESRI, Tableau and Illustrator.		⊙

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values		⊙	
The Movement in the humanitarian sector		⊙	
Coordination			⊙
Assessment		⊙	
Programme management & reporting		⊙	
Information management			⊙
Resource management		⊙	
Direction setting and operational objectives			⊙
Safety and Security		⊙	
Community engagement and accountability	⊙		
Protection, gender and inclusion		⊙	
Environmental sustainability	⊙		
Collaboration and teamwork		⊙	
Conflict management		⊙	
Inter-personal communication		⊙	
Cultural awareness		⊙	
Judgement and decision making		⊙	
Motivation		⊙	
Personal resilience		⊙	
Integrity		⊙	

Technical Competencies	Tier 1	Tier 2	Tier 3
Needs assessments & planning in emergencies			⊙
Assessment design & planning			⊙
Data collection, management and protection		⊙	
Analysis (including joint and coordinated processes)			⊙
Reporting and dissemination			⊙

Languages	Required	Preferred
English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙
Other languages:		