**International Federation
of Red Cross and Red Crescent Societies**

Rapid Response Role Profile	
Job Title	Humanitarian Information Analysis Officer
Classification Level	
Immediate Supervisor's Title	Assessment Coordinator/ IM Coordinator
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 Analyst, 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 Humanitarian Information Analysis Officer is responsible for the implementation of all analytical processes and outputs expected during an operation, in close collaboration and in support of the National Society. The officer will ensure that analytical frameworks and analysis plans are implemented throughout the operation and in support to IFRC sectors. They will be responsible for implementing innovative approaches and solutions to qualitative and quantitative analysis, including software.

Finally, the officer will advise the operation on the identification of priority sectors, geographic locations and severity of needs based on evidence-based data analytics. These findings will be available through standard analytical outputs that are created in a timely manner in support to the decision-making processes within an operation.

Role (Job Requirements)

Job duties and responsibilities

1. Assess information landscape and information gaps and recommend adapted assessment approaches to NS and assessment coordinator
2. Develop analysis framework and plan that is adapted to decision making and planning in emergencies
3. Support, advise or lead (when assigned) the assessment design, analysis and reporting based on the analysis framework and plan
4. Coordinate, support or advise on primary and secondary data collection, management, storage and archiving
5. Process, reconcile and compare all secondary and primary data
6. Select and implement structured analytical techniques to improve the quality, credibility and rigor of the analysis.
7. Design clearly and graphically key messages and analytical outputs/products of the assessment(s) findings
8. Act as the technical focal point for remote and in country technical support and coordination, when requested by the operational requirements.
9. Oversee timely development and usability of ENA outputs for planning purposes, in liaison with PMER team
10. Ensure lessons learnt are captured and fed into country and global level guidance or assessment 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 / higher education or demonstrated equivalent humanitarian related experience	◉	
Basic Delegate Training Course or IMPACT, CAP, ERU Training or equivalent experience	◉	
IFRC Emergency Needs Assessments and Planning (ENAP) training		◉
IFRC Humanitarian Information Analysis Course (HIAC) or relevant Inter Agency analysis related training	◉	
IFRC Mobile Data Collection and Survey Design Training		◉
Experience	**Required**	**Preferred**
5 to 7 years of proven experience of data analysis in humanitarian contexts, with a minimum of 3 years field experience.	◉	
Experience in assessment design and data management related to large scale inter agency or sectoral needs assessment in complex settings	◉	
Extensive experience in undertaking and managing complex, large scale humanitarian needs assessments.	◉	
Experience in designing, conducting and analysing large surveys in emergencies.		◉
Significant experience in needs assessment at community and household level, with strong command of different data collection techniques for needs assessments.	◉	
Extensive experience of information management in emergencies	◉	
Experience engaging with the IASC Cluster system		◉
Experience in managing, training and supporting staff.		◉
Proven ability to undertake activities through a participatory, inclusive and consultative process.	◉	
At least 2 years of experience of working for the Red Cross/Red Crescent Movement		◉
Knowledge & Skills	**Required**	**Preferred**
Knowledge of data analysis required as well as data visualization.	◉	
Strong knowledge of database or data manipulation software: ACCESS, Excel, MySQL or PostGreSQL, and/or other statistical programmes (STATA or SPSS) and/or programming languages (R or Python).		◉
Strong knowledge of data visualization (Either Tableau, Power BI or d3)	◉	
Strong analytical skills and ability to handle complex issues and data	◉	
Full understanding of inter-agency coordination mechanisms	◉	
Familiarity with current standards and guidelines for humanitarian emergency response, including Sphere.	◉	
High level of familiarity with inter-agency and IFRC needs assessment tools and processes	◉	
Understanding emergency IFRC planning mechanisms and outputs (Emergency Appeal, Emergency Plan of Action & Operational update)	◉	
Understanding of the principles of emergency preparedness, response and early recovery.	◉	
Knowledge of needs assessment indicators for needs analysis, monitoring and evaluation in disaster contexts, including SMART, SPHERE, and Cluster/Sector specific indicators.	◉	

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values		⊙	
National Society Capacity Strengthening	⊙		
Coordination	⊙		
Assessment	⊙		
Direction Setting and Quality Programme Management	⊙		
Information Management		⊙	
Resource Management	⊙		
Safety and Security	⊙		
Transition and Recovery	⊙		
Community engagement and accountability	⊙		
Protection, Gender and Inclusion	⊙		
Environmental Sustainability	⊙		
Collaboration and teamwork	⊙		
Conflict Management	⊙		
Interpersonal Communication	⊙		
Cultural awareness	⊙		
Judgement and decision making		⊙	
Motivating Others	⊙		
Personal resilience		⊙	
Integrity	⊙		

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

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