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

Rapid Response Role Profile	
Job Title	Cash and Voucher Assistance Information Management (CVA IM) Officer
Classification Level	
Immediate Supervisor's Title	Cash and Voucher Assistance Coordinator/Relief 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 the CVA IM Officer, 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 CVA IM officer will provide technical advice to the CVA Coordinator and host National Society on data, processes, and tools related to information management to support decision making in the Cash and Voucher Assistance (CVA) programme. The Cash IM officer will help develop information products and support data lifecycle activities for cash and voucher assistance. Cash IM officer is expected to report to the CVA or Relief Coordinator and coordinate with IM surge.

Role (Job Requirements)

Job duties and responsibilities

The CVA IM Officer will be responsible for the following:

CVA & DATA PROCESS:
- The documentation and dissemination of the CVA process specific to the operation.
- Setting up the data processes related to CVA.
- Identifying, contextualizing and disseminating CVA tools (e.g. Cash in Emergencies toolkit, NS specific tools).
- Support cash/in-kind advocacy based on feasibility.
- Provide guidance and support in determining data protection considerations in the collection, management, storage, and sharing of data.
- Support distribution & encashment planning.

DATA COLLECTION:
- Support CVA assessments (market, response options, needs).
- Assist with populating data collection plan, assist with carrying out primary data collection as a result of gaps identified.
- Prepare RCRC submission to cash working group 4W's, populate 4W template with other actor activities if not provided.
- Contribute to design and planning of distribution/encashment.
- Gather data on vulnerability for targeting. Apply vulnerability, geographic data to assist with applying targeting criteria and determining final targeting allocations by geography. highlight analysis.
- Design and develop data collection forms (e.g. beneficiary registration, PDM, exit-survey).

DATA MANAGEMENT:
- Identify data related challenges in CVA processes and highlight where tools and competencies for data management may help.
- Provide advocacy within the organization for robust data management tools such as RedRose highlighting the benefits observed and considerations for rollout from various NS's that have used it for CVA and in-kind assistance.
- Provide assistance to the evaluation and identification of data management tools that fit NS's needs, plans, resources, and context.
- Provide demos or training on data management tools such as RedRose to stakeholders of CVA.
- Setup data management tools for NS's, and when appropriate work with the wider network (e.g. Region, Cash Hub, PNS's, SIMS, Cash IM community) that might be able to support the NS.

ANALYSIS
- Support analysis of data such as priority needs, response analysis, transfer value calculation, decision making matrix, market & price monitoring, PDM analysis, complaints & feedback data analysis.

REPORTING
- Assist in preparing or generating reports.
- Aggregating and visualizing planning, distribution, and monitoring data.
- Support Reconciliation of CVA assistance data.
- Disseminate CVA-related information to internal and external stakeholders (IFRC operations, government, coordination bodies, etc.).

COORDINATION & SUPPORT
- Coordinate with the IM coordinator (onsite and/or remote).
- Liaise with other IM surge personnel (e.g. data visualization, primary/secondary data collection, analysis, etc.).
- Support delegates and NS in M&E activities.

CLOSURE & TRANSITION:
- Assist in preparing for Audit (design and implementation decisions, evidence including complete financial reconciliation).
- Assist in Lessons Learning Reviews, analysis of data to help evaluation of program.

CAPACITY BUILDING
- Develop materials to help train NS staff/volunteers on CVA IM.

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
University degree or technical qualification in relevant areas such as Information Management, Disaster Management, IT/Computer Science, Finance, GIS/Geography, or equivalent experience		X
Cash Level 2 Training	X	
Practical Cash in Emergencies (PECT)		X

Experience	Required	Preferred
Experience in Information Management and Data Management including collection, storing, processing, and analysing data to generate information products	X	
Experience in emergency humanitarian operations		X
Experience with handling confidential data		X
Experience in advanced data visualization and information design		X
Experience in supporting or running cash and voucher assistance programmes		X

Knowledge & Skills	Required	Preferred
The ability to collect, collate, analyse, disseminate and act on key humanitarian information is fundamental to effective response	X	
Technically proficient in data collection tools such as ODK/Kobo	X	
Advanced Excel skills	X	
Ability to manage databases such as SQL, Oracle, MS Access		X
Ability to use integrated data management tools such RedRose		X
In-depth knowledge of the latest technological developments in information technology and information system		X
Knowledge and understanding of relational data theory (e.g. linking datasets)	X	
Proven skills to analyse statistical information		X
Ability to formulate IM-related technical requirements and Operating Procedures		X
Ability to translate planning-specifications into technical briefs for data capture and analysis, and vice versa		X
Ability to compile and holistically analyse diverse datasets	X	
Demonstrated understanding of different data collection methodologies	X	
Skills using data visualization tools such as Tableau, PowerBI		X

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	N/A		
Resource Management	⊙		
Safety and Security	⊙		
Transition and Recover	⊙		
Community engagement and accountability	⊙		
Protection, Gender and Inclusion	⊙		
Environmental sustainability	⊙		

	Tier 1	Tier 2	Tier 3
Collaboration and teamwork	⊙		
Conflict management	⊙		
Interpersonal Communication	⊙		
Cultural awareness	⊙		
Judgement and decision making	⊙		
Motivating Others	⊙		
Personal resilience	⊙		
Integrity	⊙		

Technical Competencies - Relief Competency Framework (including in-kind and cash)	Tier 1	Tier 2	Tier 3
1.4 Coordination	⊙		
2.1 Advocacy	⊙		
3.1 Needs assessment	⊙		
3.2 Market assessment		⊙	
4.1 Modality and mechanism selection	⊙		
4.2 Transfer value (for CTP)		⊙	
4.3 Vulnerability and targeting	⊙		
5.1 Beneficiary registration	⊙		
5.2 Beneficiary communication and accountability	⊙		
5.3 Financial service provider (for CTP)	⊙		
5.4 Distribution and encashment	⊙		
6.1 Monitor		⊙	
6.2 Market monitoring		⊙	
6.3 Evaluation		⊙	
7.1 Data collection and analysis			⊙
7.2 Reporting			⊙
Technical Competencies - IM			
Needs assessments & planning in emergencies	⊙		
Assessment design & planning	⊙		
Data collection, management and protection		⊙	
Analysis (including spatial analysis, joint and coordinated processes)		⊙	
Reporting and dissemination	⊙		
GIS and Data Visualisation	⊙		
Monitoring & evaluation	⊙		

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