



## JOB DESCRIPTION

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| <b>Job title:</b>                 | <b>GBV Information Management Specialist</b> |
| <b>Level:</b>                     | <b>NOC</b>                                   |
| <b>Position Number:</b>           | <b>167905</b>                                |
| <b>Location:</b>                  | <b>Erbil, Iraq</b>                           |
| <b>Full/Part time:</b>            | <b>Full-Time</b>                             |
| <b>Fixed term/Temporary:</b>      | <b>Temporary Appointment</b>                 |
| <b>Rotational/Non-Rotational:</b> | <b>Non-Rotational</b>                        |
| <b>Duration:</b>                  | <b>364 days</b>                              |
| <b>Closing date:</b>              | <b>11 June 2021</b>                          |

### **The Position:**

The post of GBV Information Management Specialist is located in Erbil Sub-Office of Iraq Country Office (CO) and reports to GBV Sub-Cluster Coordinator

### **How you can make a difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

### **Job Purpose:**

Under the overall supervision of the GBV Sub-Cluster Coordinator, this position is responsible for maintaining, strengthening, leading and managing the GBV Sub-Cluster Information Management and the GBVIMS functions. The GBV Sub-Cluster is an "area of responsibility" under the Global Protection Cluster and the mechanism through which gender-based violence in emergencies is coordinated within the inter-agency humanitarian system. The GBV Sub-Cluster's objective is to ensure more predictable, accountable and effective GBV prevention and response in emergencies.

Following the activation of humanitarian clusters in Iraq at the beginning of 2014, UNFPA was assigned the leadership role for the GBV sub-cluster. Part of UNFPA's task under this role was to strengthen information management of the Sub-cluster and to improve safe and ethical GBV data collection and sharing.

### **You would be responsible for:**

Maintains, strengthens, leads and manages the GBV Sub-Cluster Information Management function. Engages in robust analyses of available secondary data; consolidating existing assessments and findings; promoting assessments on the GBV situation and/or work with relevant agencies, the displaced and host populations to conduct relevant participatory analyses of GBV; and mapping current institutional response capacities. agencies, the displaced and host populations to conduct relevant participatory analyses of GBV; and mapping current institutional response capacities.

Working closely with the Protection Cluster IMO and the GBV Sub-cluster partners, the



Specialist will focus on the following key tasks:

- Conduct rapid information management assessment of the sub-Cluster capacities and resources and develop the Sub-Cluster Information Management Strategy and work plan; Lead the analyses of secondary data to ensure readily available information on known trends and patterns on GBV for inclusion at relevant points along the Humanitarian Programme Cycle, including the MIRA, HRP, and HNO
- Coordinate mapping/monitoring system, with regard to key GBV response mechanisms and referral pathways; Serve as key focal point for GBV partners on OCHA's Activity Info database; Coordinate information management with other IMOs in the development and implementation of Sub-cluster information management systems and tools
- Coordinate GBV Sub-cluster inputs into inter-sector information management activities, including updating Who Does What Where data, updating the GBV portion of the website "humanitarianresponse.info" etc.; Represent the GBV Sub-cluster in the inter-agency information management coordination activities
- Coordinate geographic data management and promote data standards and harmonized management; Develop GBV Sub-cluster infographs and other relevant products Leverage Geographic Information Systems (GIS) for map Document best practices and approaches for responding to issues of GBV and prepare regular analytical reports on emerging issues.
- Supervise, support and build the capacity of a dedicated inter-agency GBVIMS Coordinator, and ensure regular liaison and coordination with the GBVIMS Global Steering Committee.
- Perform any other duties assigned by the supervisor and Representative

### **Work relation**

Internal contacts include Representative, Deputy Representative, GBV Humanitarian Coordinator, RH Humanitarian Coordinator, International Operations Manager, National Programme Analysts, and the CO operations and programme team.

External partners include other UN agencies, and Governmental and Non-Governmental counterparts.

### **Qualifications and Experience:**

#### **Education:**

Advanced degree in Information Management, social sciences, or related field

#### **Knowledge and Experience:**

- Minimum 5 years of relevant experience in Information management preferably with GBV IMS experience in a humanitarian context.
- Experience in developing and facilitating workshops;
- Experience in information management, database development, usage and management;
- Demonstrated capacity to analysis data/statistics for humanitarian operations;
- Excellent Computer skills: MS Word, Excel, Access and database software, including in depth knowledge of pivot table/chart analysis;
- Demonstrated organizational skills: the ability to work independently and productively, with multiple stakeholders in a fast-paced environment;
- Flexible work attitude: the ability to work productively in a team environment and independently, and to handle requests or issues as they arise;
- Demonstrated understanding of issues related to confidentiality, data safety and other ethical concerns related to the sharing on sensitive data between humanitarian agencies;
- Excellent interpersonal and communication skills: the ability to successfully and effectively liaise with people in a wide range of functions in a multi-cultural environment
- Demonstrated capacity to analysis data/statistics for humanitarian operations;



**Languages:**

Fluency in English and, Arabic strongly preferred

**Required Competencies:**

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| <p><b>Values:</b></p> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>  | <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"><li>• Being accountable to achieving results</li><li>• Developing and applying professional expertise/business acumen</li><li>• Thinking analytically and strategically</li><li>• Working in teams/managing ourselves and our relationships</li><li>• Communicating for impact.</li><li>• Providing strategic focus</li><li>• Engage internal/external partners</li><li>• Leading, developing and empowering people</li><li>• Create a culture of performance.</li></ul> |
| <p><b>Functional Skill Set:</b></p> <ul style="list-style-type: none"><li>• Advocacy/Advancing a policy-oriented agenda</li><li>• Leveraging the resources of national governments and partners</li><li>• Building strategic alliances and partnerships</li><li>• Internal and external communication and advocacy for results mobilization</li><li>• Strategically positioning UNFPA Programme</li><li>• Providing a technical support system</li></ul> |   |

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

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