

Information Management Officer

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Job Summary

Vacancy :
Deadline : Oct 28, 2024
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Employment Status : Full Time
Experience : Any
Salary : Based on organization's salary scale
Gender : Any
Career Level : Any
Qualification :

Job Description

About World Vision International:

World Vision International (WVI) began emergency relief operations in Afghanistan in 2001 by addressing the urgent needs of children and families affected by natural disasters and decades of conflict. More than a decade later, World Vision Afghanistan's (WVA) programs have expanded to development sectors such as health, nutrition, WASH, child protection, and education, empowering women to engage in civil and social change through interfaith partnership.

WVA targets the most vulnerable in its interventions; including children, women, Internally Displaced Persons (IDPs), and returnee refugees, as well as the most impoverished and marginalized families. These priorities have been chosen to contribute to our Goal of: "Improved survival and well-being of Afghan girls and boys, building the foundations for a better future for Afghan children and their communities."

Our work is well established in Herat, Badghis, Ghor, and Faryab provinces in the western region of Afghanistan. We work closely with all levels of society including children, parents, teachers, village councils, religious leaders, ministries, provincial departments, and other national and international agencies.

Job Description:

Job Purpose

To Assist in leading WV Afghanistan (WVA) efforts towards harmonizing data through innovative digitized monitoring, evaluation, accountability, reporting, and learning. The role reports to the Information Management Coordinator and will contribute towards prepositioning WVA to achieve cost optimization leveraging on technology to achieve efficiency and effectiveness, and support scale-up/ adoption of World Vision International partnership innovations/technology such as impact reporting pilot for fragile states, LMMS, KoBo, Box-Be or new trending technologies/digital data analytics, apps. The role will collaborate with other information management roles across the program.

Information management

- Assist IKM coordinator to support projects to achieve standardized real-time data capture in digital formats compatible with a range of platforms e.g. LMMS, XLS forms, rich media, geo-cord data in CSV or shape files convertible formats useable with GIS apps.
- Working with IKMC in developing and maintaining Information management systems for all Sectors including monthly project tracking, indicator tracking and assisting IKM Coordinator in developing databases for these sectors.
- Support all project managers to deliver timely and accurate monthly achieved data that feed into this information management systems such as LMMS.
- Undertake system data quality audits on existing data submitted by projects- flagging missing data, double entries etc. in collaboration with MEAL officers/Coordinators.
- Support projects to achieve learning and information sharing using interactive tools, forums, or platforms
- Support project staff to understand and use technologies such as LMMS, GIS, and relevant partnership technologies through mentorship and training.
- Assist IKM coordinator in liaison with ICT department, rollout information systems supporting data collection, aggregation, reporting and dissemination. (ENGAGESPARK)
- Collaborate with Project and Zonal MEAL Coordinators to maintain updated on-line reporting dashboards, and complete/updated project reports/documents on BOX-BE.
- Provide training on data collection and input, information systems and standards to colleagues, which may include visit of field offices to provide training and technical support as well as online training.
- Assist the IKM Coordinator in leading the implementation of an electronic records management system using SharePoint Online by ensuring that electronic records are accurately captured and managed in the system during the roll out in the respective sections.
- Consolidate operational information using all available data sources on a regular schedule to provide reports to Communication and other stakeholders.
- Tracking and updating Report hubs and other national databases.

Knowledge Management

- Assist IKM Coordinator to identify new areas of technology through pilots and participating in working groups relevant to the organization and for achieving child well-being
- Assist IKM Coordinator to collaborate with communications and sector leads to collate and disseminate data to donors, communities, and partners.
- Provide costed solutions for project design/concept Support global center and field office pilots, research or documentation using digital solutions and learning associated with use of technologies
- Support projects to achieve learning and information sharing using interactive tools, forums, or platforms
- Collaborate with quality assurance/M&E coordinators to generate information for learning events. This includes design of clear tools and guidelines to facilitate lessons learned events.

Reporting:

- Support projects to use technology to achieve data quality parameters of completeness, consistency, conformity, accuracy, integrity, and timeliness.
- Support the zonal teams to review and generate zonal level aggregated reports.
- Adhere to WV Child and Adult Safeguarding policy and standards.
- To be aware and prepared to implement WV Afghanistan Humanitarian and Emergency Affairs plan under the context of Afghanistan interventions.

Job Requirements:

Required Education, training, license, registration, and/or Certification

A degree in ICT, MIS, Database or statistics with experience supporting technology monitoring and evaluation, processes.

Experience designing/ managing information systems for MEAL.

Ability/ skills to lead design of country ICT4D initiatives/ systems at country level.

Experience in designing digital solutions, tools, or apps

Experience working with different data analysis software- MS Excel, SPSS, STATA, GIS etc.

Required Professional Experience

At least 3 years' context experience working in NGO/INGO's programming areas- Herat, Badghis, Ghor and Faryab or within Afghanistan.

A minimum of 3 years multi-sectoral MEAL experience in sectors of: Water and sanitation hygiene, child protection, education, health and nutrition, Education, Protection and food and livelihoods security including Cash and Voucher programming. Written and oral English skills. (Ability to express ideas clearly and effectively, both in spoken and written English) and previous experience in reporting writing.

Under duress, adapt critical thinking, analytical and problem-solving skills.

Experience/ engagements with the Afghanistan humanitarian architecture, and major donor agencies MEAL requirements

Experience with M&E systems design and roll-out for WV and major donors

Understanding of World Vision's approach to design, monitoring and evaluation; Child Well-Being objectives, and associated monitoring approaches/ tools for measuring/ documenting impact

Experience using physical and remote community engagement approaches (including child participatory approaches).

Thorough knowledge of business office software and applications- MS Office, Outlook, Skype, TEAMS, Zoom

Data analytics using packages such as SPSS, Excel, GIS etc.

Demonstrated experience in developing assessment tools (e.g. questionnaires, focus group discussions), data collection methods and analysis.

Hands-on experience using mobile data collection platforms- from questionnaire design and coding, field-level testing, data collection, upload and analysis using KoBo collect, ODK, LMMS, SMAP, ONA etc.

Strong capacity building and facilitation skills.

Cross-cultural sensitivity, gender and social inclusion, flexible world view, emotional maturity and resilience.

A self-starter who can work independently under pressure and who has ability to manage work tasks without direct supervision.

Strong ability to work with and relate to diverse personality types, to practice relational and ideological tolerance, and to contribute to a positive organizational culture.

Ability to maintain performance expectations and healthy social interactions in psychologically stressful environments and physical hardship conditions with limited resources.

Experiencing rolling out Accountability to Affected Populations (AAP), Program Accountability Framework (PAF)

Willing to travel as required within WVA operational areas

Commitment to World Vision Core Values, Vision and Mission Statement.

Required Language(s)

Written and oral English skills. (Ability to express ideas clearly and effectively, both in spoken and written English) and previous experience

Fluent in Dari and Pashto

Submission Guideline:

The application closing date is **28-Oct-2024**. Qualified applicants can apply for the position by filling in the online application form in WV Career portal. applicants can also attach their CV and cover letter in the online system. Please note that only the applications received through the online portal will be considered for this position.

Applicants can login to WV online application system by copying and pasting the following link into their

Submission Email:

[Careers\(myworkdayjobs.com\)](https://careers.myworkdayjobs.com)

Submission Email:

https://worldvision.wd1.myworkdayjobs.com/en-US/WorldVisionInternational/details/Information-Management-Officer_JR36919

Education & Experience

At least 3 years' context experience working in NGO/INGO's programming areas- Herat, Badghis, Ghor and Faryab or within Afghanistan.

Must Have

A degree in ICT, MIS, Database or statistics with experience supporting technology monitoring and evaluation, processes.

Educational Requirements

Compensation & Other Benefits
