

Job Description: Information and Data Management Assistant

Job Title	Information and Data management Assistant
Organizational Unit	Earthquake Response Operation (ERO)
Immediate Supervisor	District Programme Coordinator
Report to	PMER Officer
Duty Station	Gorkha (Needs to spent more than 80 percent time in the targeted community)
Lateral relation	PMER Officer and sectoral officer in the district

A. Organizational context

Nepal Red Cross in the aftermath of the two successive earthquakes has been implementing integrated recovery activities in the 14 districts that have been classified as the most affected district by the Nepal Government. In line with the PDNA and operational plan of the Government, NRCS with the support of the Federation and Partner National Societies (PNSs) has been leading the implementation of the integrated humanitarian recovery activities through the Earthquake Response Operation (ERO) unit – an independent operational unit reporting to the NRCS management. ERO also functions as a main coordination unit behalf of the RCRC partners in the management and implementation of the integrated operational plan for the recovery.

With Information Management (IM) positions, the scope for advancing the ERO capacity is enhanced, increasing productivity of technical team and further collaboration, as data is gathered, managed by one central role. Data can be found quickly and information collected and stored effectively allowing for better analysis and use in a timely manner.

B. Job purpose

The Info and data management assistant would help to collect, enter and analyze data and information related to Earthquake Response Operation. He will work with technical officers and provide information to PMER officer, District Programme Coordinator and Steering committee of ERO in the district. This includes collating all existing assessment data from different VDCs to assist in combined analysis and improved programme management through effective use of data and information.

C. Job duties and responsibilities

The responsibilities of this position are:

- Assist PMER Officer to gather data of appropriate stakeholders within and outside the ERO to ensure information is accurate and consistent. This includes program components, clusters, sector leads and other agencies.
- Help PMER officer to centralize, aggregate, analyse information from VDCs and provide information to PMER officer, DPC, the ERO, NRCS departments and other agencies. This includes collating all existing assessment data from different VDCs and sectors to assist in combined analysis and improved, future programmes.
- Support PMER officer to strengthen good quality data collection, aggregation, management, analysis and use at Ward, VDC, sub-chapter and district chapter in order for the recovery operation to best meet the information needs of beneficiaries, communities, Government of Nepal , donors and other stakeholders, to improve programming on an ongoing basis
- Closely work with PMER officer with a wide variety of stakeholders, particularly the PMER, Communications and Community Engagement and Accountability functions
- Help to carry out training, coaching and mentoring of NRCS staff and volunteers at different levels to enable consistent and good quality data systems
- Help improve data visualization in information products, including revising existing templates and processes to better incorporate the use of visual displays, including graphs, charts and maps.

- Support, design and implement a comprehensive database for data collection and management that meets the information needs of ERO and that can feed into existing systems, including the partner-Wide Monitoring and Reporting System without duplicating existing systems.
- Support the DPC to coordinate the analysis and use of products emanating from the IM system and refine the system as needed.
- Work with PMER to facilitate the review, editing and approval of information products for internal and external audiences.
- Work closely to develop information management tools (templates, infographics, maps, charts) for district chapters, Subchapters in coordination with ERO team members of the district.
- Maintain detailed information on what the NRCS is doing and where for monitoring and reporting.
- Support gap analysis to contribute to operations planning.
- Build information management capacity of district chapter and Sub-chapters.
- Coach staff and volunteers about IM and its value.
- Support to develop protocols and data collection tools necessary to feed the system; train staff in their use to ensure high quality and reliable data along with the sustainable implementation of the system.
- Help to develop IM system to contribute tools and protocols based on the Earthquake Response Operation that could be replicated for future NRCS recovery operations.

D. Duties applicable to all staff

1. Actively work towards the achievement of the Nepal Red Cross Society 7th Development Plan and Recovery Framework.
Abide by and work in accordance with the Red Cross and Red Crescent principles, Code of
2. Conduct for Disaster Response, NRCS Safer Access Framework and Code of Conduct, IFRCs Quality and Accountability Framework and HAP Framework.
3. Perform any other work related duties and responsibilities that may be assigned by the District Program Officer and District Chapter.

E. Position Requirements

E 1. Academic Qualifications

Education	Required	Preferred
+ 2 in Computer Science	✓	
Bachelors in Information Technology		✓

E 2. Knowledge and Skills

At least 1 years of working experience in similar field	✓	
Communication, Decision making, Motivation, Problem solving and conflict resolution.		✓
Ability to organize documents in the systematic manner.		✓
Establishing and maintaining working relationships with diverse programme team members.	✓	
Ability to work effectively on all MS applications e.g. Word, advance Excel and PowerPoint in both Nepali (Unicode) and English.	✓	
Advance Spreadsheet with scripting.	✓	
Database Management System (RDBMS) & Data Analysis Tools.	✓	
Familiar with graphic designing tools (Adobe Suite)	✓	
Knowledge on Server Management.		✓

Knowledge on Open Source Technology		✓
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F. Languages

Languages	Required	Preferred
Advance level of English (Written and Spoken)	✓	
Excellent command working in Nepali (Written and Spoken)	✓	