EOC Data and Information Management Officer

Job Purpose

The Emergency Operation Centre (EOC) Data and Information Management Officer is responsible to structure, clean, analyze and produce reports from various primary and secondary sources (district chapters, subchapters, National Emergency Operation Center (NEOC) to be presented for decision making in both normal and emergency setting. The position will be the focal point for gathering actionable assessment, distribution, monitoring and evaluation data within the Disaster Management department (initial rapid assessment, need assessment, Non Food Relief Items (NFRI) Details: stock, dispatch and distribution, 5W reporting, monitoring data, exit survey, Post Distribution Monitoring (PDM) etc.), where information gaps exist, EOC Data and Information Management Officer may help setting up primary data collection systems for IRA, Detail Assessment and needs assessments, which may also involve other stakeholders working closely with the Nepal Red Cross Society (NRCS) Emergency Operation Centre. The role will directly report to the EOC Coordinator and will have the office management responsibility in EOC of NRCS headquarters. The position will also facilitate and strengthen the digital capacity of NRCS.

The position will also be the main focal point for the implementation of Global Crisis Databank (GCDB) project and facilitate data mapping exercise, analyze, and validate disaster historical data, collate results of hazard impact models, and address user testing feedback on GCDB prototype. The position is responsible to facilitate the utilization process for NRCS through a series of workshops, capacity building trainings, and development of communication material to institutionalize knowledge management and memory after the completion of the project.

Duties and Responsibilities

- Conduct the implementation of in-country GCDB initiative with connect with potential partners to ensure of data collection and data sharing related with historical data and its impacts are accessible. (for normal time)
- Support the development of the GCDB interface by collecting the inputs and expectation from NS to ensure that the GCDB initiatives are meet with the NS needs to support their daily activities.
- In-country focal person on the utilization of the developed GCDB tools.

- Provide training to the National Society (NS) staffs and volunteers on the utilization of GCDB tools.
- Bridging the communication and coordination between GCDB team with regional and global Information Management (IM) team.

- Provide technical support to NRCS to ensure operation/crisis databank is effectively maintained and sustained.
- Develop and implement data collection strategies, ensuring data is accurate, complete, and consistent. Develop mechanism to ensure organizational data protection in coordination with IFRC country delegation.
- Collect and maintain database of NFRIs: stockpile at national, regional, and sub-regional warehouses including dispatch and distribution report from DCs. (relationship store unit)
- Contribute to Planning Monitoring Evaluation and Reporting (PMER) and other relevant for 5W data, beneficiary data Sex, Age, Disability Data (SADD), distribution record, etc. Support to manage/integrated data based related to Cash and Voucher Assistance (CVA), Water Sanitation and Hygiene Promotion (WASH), Protection Gender and Inclusion (PGI), Health and Shelter. (relationship PMER)
- Support for digitalization of data, web page update, NRCS-Management Information System (MIS) and social media, etc. (relationship with communication department)
- Ensure the production of quality and up to date maps and other information management tools for the operation in coordination with partners for the emergency operation center and chapter offices.
- Coordinate with District Chapters (DCs) in relief phase to collect and generate Initial Rapid Assessment (IRA) report and identify gaps. (emergency situation)
- Develop evidence-based reports (Situation Bulletin) and communication materials for dissemination. (relationship with IM/SIMS)
- Provide support on specialized tools and guidance to the Disaster Management Department to manage information regarding implementation and follow up of response operations in close coordination with EOC Coordinator and response team.
- Support the function of an Emergency Operation Center by providing updated and quality information in a physical location for use by the inter-departmental team tasked with an operation.

- Work closely with the district chapters, response coordinator, EOC Coordinator, project coordinators to ensure consistency and coherency of information collected from each scenario and disaster preparedness and response section.
- Regularly update volunteers, members, National/District Disaster Response Team (NDRTs/DDRTs), first responder's roaster on EOC system and regularly update their availability for deployment. In need. Develop mechanism to update/maintain trained human resources data digitally.

- Create regular reports and other information sharing tools using data collection tools such as KOBO and other available software. This responsibility involves gathering information from chapters and partners, revising it and developing the final product.

- Identify new information and data requirements to support project and operations, and provide emergency response information management support to NRCS.
- Based on the disaster preparedness and response related information obtained from the field and other sources, producing and sharing if possible monthly or quarterly humanitarian situation update reports on regular basis with the Emergency Operations Centre.
- Support/follow EOC coordinator in smooth operation of the EOC.

- Collaborate with PMER/IM division and other relevant departments for cross learning and sharing.

- Ensure data backup, data protection and security of collected information.

Education	Required	Preferred
Bachelor's degree in IM/IT computing	X	
6th Level	X	
Experience	**Required**	**Preferred**
Minimum 1-3 years of experience in data management, Information Management.	X	
Demonstrated experience in data collection, sharing, reporting and management and marketing tools.	X	
Previous experience in working in disaster data collection and assessment	X	
Knowledge and Skills	**Required**	**Preferred**
Ability to use GO platform, prepare updates on the platform	X	

Ability to develop distribution report, logistic plan and transportation plan	X	
Ability to provide orientation on data collection, management	X	
Ability to work toward tight deadlines, prioritize and handle multiple tasks, and work well under pressure. Able to achieve results through collaboration/teamwork.	X	
Good communication and interpersonal skills for effective working relation and good decision making.	X	
Excellent computer skills (Windows, Microsoft Office) and the ability to learn IFRC specific programmes and systems	X	