

Data and Information Management Specialist (VA-320424) Nationals Only

DEADLINE FOR APPLICATIONS: Thursday 02 May 2024 (ext:)

Location – Yangon (Remote)

Anticipated Length of Contract – 11 months

General Position Summary

The Data and Information Management Specialist will be responsible for providing information management (IM) support to the Myanmar Cash Working Group (CWG) and assisting the Market Analysis Unit as needed. The role encompasses fulfilling IM requirements, supporting CWG member agencies, implementing data collection and analysis, and aiding the Market Analysis Unit (MAU) in various tasks. The successful candidate will be a self-starter and able to work independently, fulfilling and improving the access to cash and voucher assistance related data and information of the Myanmar CWG members and leadership.

Essential Job Responsibilities:

Summary Of Key Functions:

1. Support to Myanmar CWG

- Contact Management: maintaining up to date contact information for humanitarian partners and stakeholders engaged in cash interventions for timely information exchange. Requires fostering effective relationships with partners, sector IM focal points, and clusters to facilitate data sharing.
- IM support to CWG during the HNO/HRP process: Supporting OCHA, the Clusters and CWG with data and information needed for the development of the Humanitarian Needs Overview/Humanitarian Response Plan (HNO/HRP).
- Support with IM related to Multi-purpose Cash (MPC) including information to support targeting, reporting and funding requirements.
- Establish, maintain, and populate databases to compile quality data on cash and voucher activities in Myanmar, including 5W databases, dashboards, and infographics. Verifying data sources and methodologies to ensure accurate analyses.
- Support on IM related to financial service provider mapping, including compiling partner inputs, preparing, and disseminating relevant data.
- Create thematic maps and data visualization reports as requested.
- Maintain an updated database of CVA-related technical resources and encourage active participation from CWG members through online forums to promote harmonized CVA programming.
- Serve as the primary focal point for sharing relevant data among CWG partners, co-chairs, and task teams.
- Address data queries from CWG members based on directives from CWG leadership.
- Offer technical support and training to CWG partners on CVA data management and IM as needed.
- Coordinate with partners to distribute data collection forms and templates.
- Identify and propose solutions to enhance existing data collection efforts and address information gaps.
- Fosters synergies with OCHA IM unit to ensure CVA is reported in relevant products.

2. **Supports Market Analysis Unit:**

- Assist in collecting and organizing quantitative and qualitative market-related data.
- Aid in collecting and reviewing secondary data.
- Contribute to producing market-related reports and briefs.
- Support the Joint Market Monitoring initiative (JMMI) by collaborating with partners to collect and compile inputs.

Accountability:

- **Reports Directly To:** Senior Cash and Markets Advisor
- **Works Directly With:** OCHA and WFP Cash Working Staff and Cash Working Group Member Agencies. For the MAU, will collaborate with the Myanmar Market Analysis Team Leader and relevant staff.

Knowledge and Experience:

- University degree or equivalent in Statistics, Information Management, GIS, Data Science, or related field.
- Minimum of 4 years of progressive experience in data collection and/or analysis.
- Demonstrated experience in seeking, compiling, and analyzing diverse data sets.
- Desirable knowledge of cash and voucher programming and understanding of UN, humanitarian, development, and social protection architecture in Myanmar.
- Proficiency in advanced Excel functions (pivot tables, visualizations, formulas) and Adobe Illustrator or similar design software.
- Experience with data analysis tools such as PowerBI or Tableau.
- Familiarity with data collection software like Kobo and ODK is desired.
- Knowledge of GIS software.
- Strong communicator who is able to work with various stakeholders to accomplish complex tasks.

Success Factors

A successful candidate will have the ability to live and work closely with a diverse team of individuals in an interdisciplinary team environment, translating GESI concepts into practical and measurable actions and work plans. They will seek and advocate for innovative approaches, and will thrive in a fast-paced, results-oriented environment. They will contribute excellent facilitation skills and a passion for community engagement.

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives. We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

The organization is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact. We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or

tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, any other protected group in the locations where we work.

Safeguarding & Ethics

The organization is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to organization's Code of Conduct Policies and values at all times.

HOW TO APPLY

Applicants should submit their application letter and current CV with complete contact details and, indicating apply position with vacancy announcement number to responsejobsmm@gmail.com

Only shortlisted candidates will be conducted for interview