**Position Description**

**Title:** Information Management Rapid Response Team Member - Global WASH Cluster

**Department:** International Programs

**Location:** Geneva (CH)

**Position reports to:** Position will be under the supervision and day to day management of the Global WASH Cluster Coordinator. Management issues will be discussed between the Global WASH Cluster Coordinator and CARE Australia Senior sector Specialist.

**Position Type:** Fixed Term

**Position Duration:** 31 December 2012 with a possibility of extension subject to donor approval

**About CARE Australia**

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities. We are primarily dependant on support from the Australian public to carry out our work.

CARE Australia is a member of the **CARE International confederation.** We strive for a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security.

For almost 25 years, CARE Australia has earned an international reputation for our ability to respond quickly to emergency situations in countries as diverse as Haiti, Pakistan and East Africa. We are also renowned for our innovative, sustainable and effective long-term development projects. All our projects are designed to equip the people we support with skills and resources so they can take charge of their lives and work towards a better future.

CARE Australia is directly responsible for program design, implementation, monitoring and evaluation, as well as management and contractual control of all projects. As a consequence, we have a high degree of accountability and transparency. CARE Australia is committed to protecting the rights of children in all areas we work around the world.

**Background/ about the role**

The Global WASH Cluster manages a Rapid Response Team (RRT) of 9 WASH professionals from different agencies, with the role of supporting the establishment of the WASH Cluster in the early stages of an emergency.

The RRT members will be deployed within 48 hours in an emergency to support the WASH sector response in the very first days of any emergency response for which additional surge capacity is required. Emergency field deployments will normally be up to 6-8 weeks duration.

During the deployment, RRT members will be seconded to UNICEF according the terms of the Stand-by Partners Agreement, and when on mission, RRT members will have the status of “expert on mission” for the UN. As such, during deployment will be included in all UNICEF security arrangements, in a manner consistent with UNSECOORD published directives. All Stand-by Personnel are expected to adhere to security rules, regulations and procedures.

Approximately 50% of the time will be spent on emergency deployment. The length of deployment will be limited to 2 months, however during non-mission period RRT – Information Management (IM) members will primarily be based in Geneva (UNICEF Office of Emergency Programmes -EMOPS), and work closely on WASH Cluster priority issues.

*Deployment (50%)*

Information Management officers will support the WASH Cluster based response in support to WASH Cluster Coordination and Information Management at national or sub-national levels. Emergency field deployments will normally be up to 6-8 weeks duration. IM Officers will support the response in the areas of:

* Needs Assessment and Information analysis
* Liaise with OCHA and other clusters to exchange and analysis relevant information
* Development of standard operating procedures with the Cluster partners for collecting and processing data to produce regular reports on sector needs, capacity, gaps and outputs and impacts of response
* Monitoring of WASH Cluster performance and accountability

*Global WASH Cluster (50%)*

When Geneva based, the RRT member will be engaged in supporting Cluster based Information Management capacity building strategy for national and international staff. This will include contributing to the refinement of internal procedures and tools to incorporate outputs from the Global WASH Cluster Strategy and work plan, as they become available. It will also require the participation in training and providing technical support to on-going responses and preparedness activities in Country Offices.

**Key Responsibilities**

Within 48 hours of a joint UNICEF/CARE decision, deploy to the location appropriate to the emergency and, under the direction of the Head of Office of the lead agency and the assigned National WASH Cluster Coordinator, establish and/or support the WASH Cluster initiative with information management systems as appropriate.

Tasks will include:

* Support coordination of the WASH cluster agencies through collection, analysis and presentation of data.
* Support functional communication channels with all WASH stakeholders.
* Assist in the coordination of initial rapid assessments and follow up on comprehensive assessments, ensuring compatibility of data collected and indicators agreed upon.
* Foster and support communication between cluster agencies and with national / sub-national authorities.
* Contribute to WASH Cluster advocacy position on key issues, such as access and funding.
* Promote and ensure inter-Cluster coordination and synergy.
* Monitor continuing development of and changing circumstances within the emergency and alert the Lead Agency and Cluster coordinator of trends and patterns.
* Maintain records; ensure and maintain documentation of all collective decisions and recommendations relevant to information management. Provide Cluster based update to the Cluster lead agency as required.
* Facilitate evaluation of the collective WASH Cluster response and functionality, information management and analysis.
* Write comprehensive handover notes or fully brief successor.
* Undertake information management tasks associated with the Global WASH Cluster Strategy (2011-2013) as assigned by the Global WASH Cluster Coordinator including support to country offices.
* Participate in the training and on-going technical support of IM staff in humanitarian WASH.
* Liaise closely with the other RRT members and Cluster Lead Agency to ensure a complimentary and standardized approach. Share learning in order to enhance the effectiveness of the emergency deployments.

**Travel**

Approximately 50% of the time will be spent on emergency deployment. The length of deployment will be limited to 2 months.

**Selection Criteria**

* Masters degree or relevant combination of qualifications and experience, in information management or associated disciplines, with experience in WASH preferred.
* Significant experience in WASH sector, humanitarian preparedness, response, and poverty reduction and well developed understanding of the challenges and opportunities for community participation in emergency response especially within natural and complex political emergencies in diverse cultural and climatic settings.
* Experience in program monitoring and evaluation, including SPHERE standards.
* Experience in liaison with a broad range of stakeholders including: international donors, UN agencies and INGOs, national authorities, national/local partner agencies and emergency affected communities.
* High level of written and communication skills in English in addition to high level of analysis and presentation skills
* Demonstrated ability to respond effectively to challenges, work effectively in a cross functional, diverse and busy team environment with minimal supervision.
* Demonstrated experience in capacity building and proven ability to lead, coach and motivate staff.
* Demonstrated high level organisational and time management skills including the ability to manage workflows and balance competing priorities.
* Highly desirable language skills: English fluency and preferably a second relevant language (e.g. French, Spanish, Arabic, Russian, Portuguese)

Candidates should be able to demonstrate experience in all of the following and should be highly proficient in at least two of the four team competencies:

* Humanitarian Information Management
* Communication and presentation.
* Rapid needs assessment, selection of indicators and processing of data

Approved

Principle Executive, International Programs

December 2011