



Job specification: Regional Information Management Manager

Department :	Operations
Scale :	PSM 4
Line managed by :	HMA Regional Manager West Africa and Sahel
Responsible for line managing :	Information Management Officers and Data Officers in Guinea-Bissau, Mauritania and Senegal
Location :	Based in Senegal with frequent travels to Guinea-Bissau, Mauritania and Casamance (South of Senegal)

MAG's vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission: We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

Job purpose

The Regional Information Management Manager (RIMM) will contribute to the success of MAG project activities in the Sahel and West Africa related to information management, with the aim of developing capacity internally, to support our partners and to create sustainable national capacities. The RIMM will encourage the sharing of expertise, learning and development within MAG and the mine action sector as a whole.

The RIMM will provide regional assistance and leadership for the effective use of information management principles and practices in the service of humanitarian mine action. In addition, the RIMM will support and contribute to the successful development and direct implementation of MAG's Operations Management Information System (OMIS) in the Sahel and West Africa.

The RIMM will assess, design, deploy and support solutions using geographic information systems to advance MAG project objectives, manage existing data, in a relevant and transparent manner, and use it to inform programming and mine action operational management. The RIMM will advise staff, partners and other stakeholders on good practices in information management through training and guidance. The RIMM will contribute to other activities such as assessment of information management needs, proposing the best options in a given context, developing and conducting training, conducting research on topics relevant to information management, and contributing to the development and grant management.

Job description

All activities must be undertaken in accordance with the purpose, scope and principles of MAG's standards and policies.

Operational

- Carry out the identification of information management solutions adapted to the needs of project's beneficiaries (national mine action authorities and mine action implementing partners).
- Ensure alignment of the information system with monitoring and evaluation plans.
- Advise and support national mine action programs and/or organizations in the implementation and maintenance of geographic information systems.
- Develop procedures for the different stages of the information management cycle (data collection, data verification, data storage, data analysis, data visualization), including the definition of roles and responsibilities.
- Deliver geospatial solutions by assessing needs and capabilities, designing, developing, delivering and supporting comprehensive workflows including tools such as mobile data collection, portals, reports and dashboards.
- Develop geoprocessing models to automate key processes related to mine action data.
- Design online tools and support the design of dynamic maps to facilitate the processing and analysis of mine action data.

- Supervise the work of IM and GIS project staff and partner staff, to ensure that quality results are delivered in line with project strategy and beneficiary requirements.
- Ensure that project activities follow the overall project strategy and that the objectives are achieved, as defined in the project action plan.
- Liaise with external stakeholders, including national authorities and MAG's partners, as required.

Capacity development

- Support the development of a capacity building strategy for project's beneficiaries (National Mine Action Centers NMACs, National Mine Action Authorities NMAAs, project staff and other parties stakeholders as relevantly identified). It covers management tools (procedures, workflows), use of software and applications such as, but not limited to, mobile data collection applications, GIS software, visualization tools, etc.
- Support the development and implementation of a training of trainers for national authority staff to build internal training capacity.
- Plan, coordinate and deliver advanced training on GIS and IM systems and processes related to required levels.

Support for project management and program development

- In coordination with the HMA regional manager, ensure that project activities are implemented in accordance with the project plan and objectives.
- Support the compilation of information to prepare project progress reports and share them with relevant program managers.
- Provide technical input to the development of new project proposals or project concept notes.

Staff management

- If necessary, adjust the project team structure and the ToRs describing staff roles and responsibilities to ensure optimal project performance.
- Ensure that all staff under your supervision receive appropriate and adequate training and performance management through coaching and performance monitoring.

Monitoring and evaluation

- Actively contribute to the learning process of the project, in close coordination with the HMA regional manager and the and the Regional Program Manager.
- Ensure that indicators and monitoring and evaluation activities are included in the project.

IM/GIS key responsibilities

- Maintenance of the information management portal for MAG's operations in Sahel and West Africa.
- Monitor and evaluate spatial and non-spatial data from international MAG's programs.
- Ensure simple validation and standardization procedures for all data generated by MAG's regional programs.
- Support the design and implementation of new GIS maps and applications to strengthen and improve the IM data set that meets the expectations of MAG regional programs.
- Develop a network of relationships with MAG IM/GIS staff and other humanitarian sector employees (UN, NGOs, etc.) at regional and national levels and actively seek opportunities for formal and informal cooperation.
- Support the Regional Program Manager in developing information management strategies that improve the effectiveness of MAG operations at the regional level, including research and development of innovative IM technologies, methodologies and systems .
- Provide subject matter expert advice, guidance and support to all regional MAG programs regarding information management and GIS.
- Contribute to policy development and standardization, as required, of information management systems.
- Bring innovative ideas and reflections related to information management and MAG Sahel and West Africa and more generally.
- Broadly promote and integrate gender and diversity considerations

It is a non-binding document which may be modified from time to time depending on the circumstances. This job description is intended to summarize the main duties and responsibilities of the position; it is not a complete and exhaustive list of tasks. All MAG staff members are expected to be flexible and willing to perform appropriate tasks when the need arises. Some job descriptions may be supplemented by specific terms of reference.

All international staff are expected to perform the following general duties:

- Work within MAG's core values, promoting its ethics and mission statement.
- Work towards the achievement of program and/or departmental business plan objectives.
- Ensure knowledge of and compliance with all MAG policies and procedures and keep informed of MAG's activities.
- Undertake and apply acquired knowledge through appropriate training and development programs.
- Play a role in developing countries and conflict zones where the standard of living may be low.
- Exercising its role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and adhere to the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the well-being of anyone who comes into contact with MAG's work and reporting any concerns.

Person specification

Essential experience

- Solid track record of progressively responsible experience in the design, development, implementation, management, monitoring and evaluation of IM/GIS projects.
- Field experience in all relevant IM/GIS operational approaches and methodologies.
- Experience in quality assurance, monitoring and evaluation of IM/GIS projects.
- Strong experience in GIS.
- Strong experience in capacity building.
- Experience in spatial analysis applied to performance analysis mapping, explosive ordnance contamination mapping and others (eg floods, earthquakes, etc.).
- Experience using ArcGIS Enterprise and ArcGIS online in mine action.

Essential knowledge and skills

- Fluent English and French.
- Bachelor's degree or equivalent in GIS/Computer Science or related subjects.
- In-depth knowledge of spatial analysis, geostatistical techniques and high level of proficiency in MS Office applications and databases.
- In-depth knowledge of ESRI ArcGIS platforms (ArcGIS Desktop, ArcGIS Enterprise/Online and various ESRI mobile and desktop applications).
- Competence in producing high quality written reports and supporting graphics under tight deadlines, for internal and external dissemination.
- An efficient and autonomous person, able to work alone and in a team, to prioritize tasks and to meet deadlines.
- Excellent interpersonal skills with the ability to build effective working relationships and influence a variety of stakeholders.
- Good project management and organizational skills, including the ability to plan, think strategically and make sound decisions.

Essential aptitude

- Able to undertake frequent travel within the region
- Ability to work as part of a remote team and foster constructive working relationships within the organization while proactively networking with industry partners.
- Ability to successfully guide and coach staff members and encourage high performance.
- Ability to set priorities, manage a heavy workload and work under pressure.

Desirable

- Experience using and working with Azure Cloud services
- Experience creating databases with ArcGIS Online and ArcGIS enterprise for Mine Action
- Experience using Python

July 2022

Signed employee :	Date :
Signed manager :	Date :