

## **Haiti RCO Office**

### **Information Management Officer (National Consultant)**

#### **Context**

The UN Resident Coordinator's Office (RCO) supports the joint planning and programming of UN entities in Haiti to promote coherence in the work of the UN. This entails managing information on agencies' development programming and achieved results. To facilitate these tasks, the RCO relies on the corporate web-based results monitoring system UNInfo. In addition, the UNCT has a website and social media to disseminate information on the work of the UN, and an internal Information Management System (IMS) to track progress on collective commitments. The RCO is currently seeking a qualified national consultant to help in information management and the visualization and dissemination of information. The consultancy is for three months.

#### **Description of tasks**

Under the direct supervision of the RCO Team Leader, the Information Management Officer will undertake the following tasks:

- In consultation with the programming and communications colleagues, and with the information available in UNInfo and IMS, as well as from agencies, prepare infographics and draft various kinds of advocacy and information materials for publication, including on the UNCT website and social media platforms;
- Support UNCT and One UN Plan monitoring and reporting activities, including the UNCT annual report;
- Any other related duties as may be required.

#### **Results/Expected Output:**

- Draft inputs for advocacy and information material;
- Prepare infographics and inputs for the UNCT annual report;
- Prepare content for the UNCT website and social media;

#### **Qualifications/Requirements:**

The incumbent must be a dynamic, multi-functional, detail-oriented person, who supports the RCO with professionalism, dedication and client-orientation. The following qualifications are required:

- University degree in Computer Science, Statistics or a relevant field;
- A minimum of 2 years of experience in information management or related field;
- Experience in the usage of computers and software packages, including GIS software, Adobe Illustrator or equivalent, and acquaintance with content management system platforms;

- Advanced level skills in using MS Excel;
- Experience in preparing advocacy and information material, and data visualization;
- Knowledge of data management and monitoring;
- Excellent communication skills in French and English.