



## **Terms of Reference**

### **FSD Iraq – Information Management Officer**

#### **General Description**

The FSD Iraq Information Management Officer will be responsible for processing, storage and information management (IM) of all information collected by FSD Mine Action teams in Iraq. He/she is responsible for ensuring that all relevant data is easily retrievable at the request of project staff.

#### **Reporting Structure**

As the Information Management Officer for FSD Iraq you will report directly to the Program Manager or any other designated person appointed/instructed by the PM.

#### **Working Hours**

The normal office hours for the Information Management Officer is 0900 – 1700 hours, Sunday to Thursday.

#### **Duties and Responsibilities**

- Collating and compile all existing data (written and electronic), including GPS co-ordinates into format(s) suitable for updates of Monthly Dashboard(s) and/or visualizations to update donor, UNHCR, UNOCHA and other relevant agencies, for the following data sets;
  - Clearance
  - Hazards
  - MRE
  - NTS Database
- Assist with the correlation of FSD data systems with DEDUCT systems;
  - Liaise with InZentive / DEDUCT
  - Assist in the development of new functions for DEDUCT
  - Create and maintain spread sheets based on official reporting forms
  - Train staff and partners in the use of DEDUCT
  - Ensure the proper use of DEDUCT as data collection and reporting tool by local partners and FSD
- Assist with the development of IM systems and procedures;
- Collect information from survey, MRE and clearance teams on their return to the office and enter information into relevant databases;
- Liaise with team members to ensure that information entered into the database is clear and accurate;
- Ensure that information is stored in a manner that is easily accessible by project staff;
- Create back-up copies of all relevant information;
- Support project staff in all relevant Information Technology (IT) and Information Management (IM) matters, including computer troubleshooting;



- Assist in clear and accurate reporting for donor and HQ purposes;
- Assist PM with 4W, Activity info, FSD Monthly Statistics Reports;
- Liaison with iMMAP, DMA and IKMAA on IMSMA related issues;
- Assist PM with FSD's social media requirements;
- Assist operations staff with the compilation of NTS Reports, Hazard Area Reports, Completion Reports, MRE and Progress Reports;
- Mapping as required by PM;
- Work within the framework of FSD core values and act as an ambassador for FSD, through professional and exemplary conduct;
- Adhere to all FSD policies and Administration procedures;
- Any other duties as required by the Program Manager.

**Additional responsibilities include:**

- Participate in meetings, networks and seminars as and when requested by the Programme Manager;
- Participate in FSD field and training activities as and when requested by the Programme Manager;
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework;
- Work towards achieving programme objectives;
- Contribute to culture of excellence, continuous improvement and performance optimization across all projects;
- Be a role model for diversity and inclusion, as well as a positive role model for contributing to the team spirit.