Norwegian People's Aid

Job Description

Position:	Information Management Officer
Department/Project/Country:	Vietnam Mine Action Program
Last revised:	05.10.2010
Project number:	
Immediate Superior:	Information Management System Advisor
Shall report to:	Same as above

Responsibilities:

General responsibilities:
- Day to day management and Quality control of available data with help of TechBase and other IS tools
- Co-ordinate the summarizing of available data
- Presenting information rich and easy to comprehend maps and presentations
- Fulfil other duties as may be assigned to by Information Management Systems Advisor

Specific duties:
- Have the day to day responsibility for management of information management related tasks in the programme
- Assist IMS advisor to manage the overall delivery of the Information and IT plan in an effective and efficient manner and working closely with the IMS Advisor
- In cooperation with the IMS Advisor, maintain and strictly follow up a schedule of the updated data-set within NPA program
- Provide support and guidance on usage of the data and updated data-set to the external stakeholders, if it has been approved by NPA management
- Make sure that the structure and consistency of the common file structure Knowledge Base is maintained up to set standards
- Provide day-to-day maintenance and repair of informatics hardware, software and networking services including upgrading system, data backup, anti-virus update, security and IT users training at NPA
- Maintain and update TechBase on a regular basis and ensure that the quality of the data is up to the mark
- Together with the IMS Advisor, compile the information in a format that can be delivered for sending out to the NPA HO and other stakeholder after approval of NPA management
- Make sure that all NPA computers are connected to the network and that all staff have access to shared resources such as printers, scanners, etc.
- Any other relevant tasks assigned by the IMS advisor

Authority/ Decisions:
Typical decisions the holder of the positions makes
- References are made to the NPA Decision Making Directive and Guidelines for EO and the Office Handbook/Permanent Directives.

Required qualifications:
Education:
Must have:
- Bachelor degree in computer science and studies in information management
- Sound IT knowledge
- Database development and good understanding of RDBMS
- Experienced in computer handling and data acquisition
- Profound experience on computer maintenance and computer security software
- A realistic and objective approach to new technologies and methodologies
- Cooperating ability with all relevant stakeholders

Desirable:
- Understanding and knowledge of GIS (Geographical Information Systems)
- Profound knowledge in technical English would be an asset
- Capable of working independently and in groups or in remote locations

| **Experience:** |
| **Must have:** |
| • At least 3 years of progressive working experience in any reputable organization or enterprise in the field of data management and database development |
| • Experience in using MS Access 2007 and database development |
| **Desirable:** |
| • Working experience in mine action programs would be an asset |
| **Additional Considerations:**
The holder of the position is to abide by the policies set by the Norwegian People's Aid (NPA) and represent the organisation in a loyal and responsible manner. |

Approved, read and understood:

Date/Place: _____   **Resident Representative:**   _____

Date/Place: _____   **Employee:**   _____