PINGON Information Management (IM) Specialist Job Description

Position Title: PINGON Information Management (IM) Specialist
Location: Manila-based, with occasional field travel
Line Manager: PINGON Humanitarian Coordinator
Operational Liaison: PINGON Secretariat
Contract Duration: 12 months, renewable based on performance and funding
Hiring Organization: CARE Philippines on behalf of PINGON
Primary Working Group: Humanitarian Coordination Working Group (HCWG), PINGON

Position Summary:

The PINGON Information Management (IM) Specialist is responsible for supporting the Philippine Inclusive NGO Network (PINGON) by leading the collection, analysis, visualization, and dissemination of humanitarian data and coordination products. Reporting to the PINGON Humanitarian Coordinator and working in close collaboration with the PINGON Secretariat, the IM Specialist plays a vital role in strengthening network-wide information management systems—enabling timely, data-informed coordination, advocacy, and preparedness efforts.

Key Responsibilities

1. Humanitarian Data Collection and Management

- Lead the design, dissemination, and collection of **5W matrices** and other emergency data inputs from PINGON members.
- Maintain and regularly update databases that map partner presence, sectoral reach, geographic coverage, and service gaps.
- Support the network in rapid data collection during emergencies, including displacement tracking, damage reports, and initial assessments.

2. Analysis and Visualization

- Analyze incoming data to identify trends, coverage gaps, and areas requiring escalation or coordination.
- Produce **situation reports, dashboards, and thematic maps** to support joint decision-making and response planning.
- Ensure data is disaggregated by gender, age, and vulnerability where applicable.

3. Information Product Development and Dissemination

- Prepare timely and accurate **humanitarian information products**, including situation updates, alerts, infographics, and reports.
- Support the Humanitarian Coordinator in the dissemination of these products to key stakeholders (e.g., OCHA, OCD, clusters, donors).
- Collaborate with the PINGON Secretariat and the Advocacy Working Group to ensure consistency in branding, messaging, and alignment with network priorities.
- Provide data inputs, visual aids, and infographics to support the development of joint advocacy materials such as policy briefs or statements, in collaboration with the Humanitarian Coordinator and PINGON Secretariat.

4. Systems Strengthening and Capacity Building

- Support the development and maintenance of shared platforms (e.g., online dashboards, data-sharing repositories).
- Provide technical assistance to PINGON members in data collection tools, templates, and ethical information management practices.

5. Coordination and Interoperability

- Liaise with IM counterparts from OCHA, OCD, and other coordination platforms to align data standards and reporting formats.
- Participate in inter-agency information management meetings when delegated by the PINGON Humanitarian Coordinator.
- Contribute to joint assessments and data harmonization efforts across networks.

6. Monitoring, Evaluation, and Learning

- Support the tracking of key performance indicators for PINGON activities related to coordination, response, preparedness, and anticipatory action.
- Document lessons learned in information flow, data gaps, and coordination efficiency after major events.
- Support the analysis and reporting of member feedback from coordination perception surveys and ensure these are reflected in MEL outputs and after-action reviews.
- Support the PINGON Humanitarian Coordinator in preparing donor reports that include data analytics and visual insights.

Candidate Profile

You are a technically skilled and collaborative information management professional who is passionate about data-driven humanitarian action and inclusive coordination. You bring:

Experience:

- At least 3 years of experience in information management, humanitarian data systems, or emergency coordination support.
- Previous experience working in complex humanitarian settings, preferably within NGO networks, clusters, or coordination bodies.

Skills:

- Proficiency in Excel, Google Sheets, and data analysis tools such as Power BI, Tableau, or similar.
- Competence in GIS or mapping platforms (e.g., QGIS, ArcGIS) is a strong asset.
- Strong analytical, visualization, and report-writing skills.
- Familiarity with tools like Kobo, ODK, and data-sharing protocols.

Knowledge:

- Understanding of humanitarian coordination structures, including OCHA, OCD, clusters, and INGO platforms.
- Knowledge of data protection, data ethics, and responsible data management in crisis contexts.

Languages:

- Fluency in both written and spoken English and Filipino is required.

Supervision and Reporting Arrangement

- The IM Specialist reports directly to the **PINGON Humanitarian Coordinator** and works closely with the **PINGON Secretariat**.
- The position holder will participate in HCWG meetings, coordination discussions, and represent the network in technical IM forums as delegated.

- CARE Philippines serves as the administrative employer and provides HR support for this position.

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law. CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.