Information Management Coordinator

The Information Management (IM) Coordinator is responsible for collecting disaster-related information, analyzing and organizing the information, and disseminating it through a variety of products. The purpose of this role is to distribute information that will facilitate decision-making and ultimately help to develop a strategy that will direct resources to address priority needs and gaps, and mitigate risks.

**Responsibilities:**

* Oversee information flow into, between and from the various OSOCC components (VOSOCC, RDC, OSOCC, sub-OSOCCs).
* Develop an IM Plan of Action including an IM operational cycle.
* Collect information regarding the incident and response using primary and secondary sources as appropriate.
* Liaise with the Assessment Cell to obtain information gathered through the assessment process.
* Collate the incident information and maintain an organized information system.
* Develop and publish information products including reports, maps, contact lists, schedules, databases, etc.
* Prepare and distribute situation reports that include a coordination overview, operational considerations, operational activities, cluster overview and national and bi-lateral response details.
* Develop and maintain a central registry of organizations including contact information and relief details.
* Coordinate information product development with partner organizations (e.g., MapAction).
* Coordinate IM activities with the FCSS focal point and OCHA regional office.

**Reports to:**

Situation Coordinator

**Staffing:**

The role of Information Management Coordinator is usually performed by an OSOCC generalist (e.g., UNDAC team member) or by a functional specialist (e.g., FIS IM Officer).