World Food Programme
Programme Alimentaire Mondial
Programa Mundial de Alimentos
برنامج الأغذية العالمي

SAVING
LIVES
CHANGING
LIVES

Job Title:	RAM Information Management Intern
Grade/Level:	Volunteer
Duration of Contract:	
Duty Station(s):	Bangladesh Country Office – Research, Assessment and Monitoring (RAM) team

Background:

The organization is seeking to hire university students as volunteers for the Knowledge, Information Management (KIM) of RAM unit. The main portfolio of KIM involves managing operational data, providing support to management, and designing and implementing new analyses to meet the needs of different units within the emergency response. Additionally, volunteers will assist in maintaining existing dashboards, updating them, and incorporating new functionalities as required.

Specific Responsibilities:

Under the general guidance of the head of RAM, and with double supervisory links to the leads of KIM team, the Information Management intern will be responsible for the following specific duties and responsibilities:

- Support in setting up the data architecture to integrate different datasets existing in the units to develop a unified data structure.
- Support in enhancing the institutional memories through improving the data repository system and enhancing the data sharing culture through setting rules and regulation.
- Support in drafting food security monitoring reports for both WFP outcome monitoring and for externally-facing food security surveys in Bangladesh.
- Ensure high quality of all reports generated from the Unit and maintain prompt delivery timelines.
- Review existing reporting templates and develop new templates in line with corporate guidelines.
- Support in designing creative, innovative, and visually appealing data products to incorporate into internal and external reporting. Develop ideas to present M&E reports, findings, recommendations, briefs, and other products to management and partners.
- Work closely with the CO Communications, Partnerships, and Donor Coordination Units to appropriately respond to their reporting requirements and package M&E products accordingly.
- Support in contribute to ongoing review of M&E processes and products to enhance their efficiency, effectiveness, and utilization by staff, other units, and management.

- Perform other work assigned during the contractual period to enable the unit to achieve its mandate.

Required Qualifications and Competence:
- University student enrolled in a relevant field of study, such as data science, computer science, information management, or a related discipline.
- Proficiency in relevant software and tools, such as Microsoft Excel, Power BI, Tableau, or similar data analysis and visualization platforms.
- Strong problem-solving skills and ability to work independently as well as within a team.
- Excellent communication and interpersonal skills.
- Willingness to learn and adapt to new technologies and methodologies related to data management and analysis.

- Excellent written English language skills.
- Proven ability to effectively work and timely deliver reports and analyses.