



**Action Against Hunger USA**  
Maluakon Field Officer, South Sudan

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www.actionagainsthunger.org

South Sudan Mission

### **VACANCY NOTICE**

**Action Against Hunger-USA is part of the Action Against Hunger-International Network which works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security and Livelihoods, water and sanitation, health and advocacy.**

Action Against Hunger-USA is current looking for suitable candidates to fill the position of **WASH Data Clerk, (1 position)**

**Position open date:** April 16, 2018

**Closing date:** April 29, 2018

**Starting date:** As soon as possible (ASAP).

**Duty Station:** Maluakon, Aweil East, South Sudan.

### **KEY RESPONSIBILITIES**

**Undertake WASH data entry in the respective database.**

- Create and prepares data base for entering or compiling and sorting information; establishing entry priorities.
- Processes documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents/data to the team leader for resolution.
- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered data by reviewing, correcting, deleting, or reentering data; combining data or validation including analysis Secures information by completing data base backups.
- Maintains confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed

**To assist in planning and organizing of both Baseline and Eandline KAP Survey**

- The Data entry Clerk- is responsible for:
- Plan and implement the monitoring and evaluation activities
- Ensure the quality of project cycle management
- Key activities & responsibilities to achieve this objective:
- To follow-up and evaluation, leaves, team movement plans, attendance charts.
- To assist the PO in designing the program of activities/ activity plans for the WASH team.
- To track activity progress and to provide weekly updates to the PO.
- Participate in the selection of the program sites and beneficiary identification.
- Assist the PO in organizing the logistic issues necessary for the smooth running of the program: logistics internal order forms, monthly inventory lists, follow up of supplies, etc.

- Ensure beneficiary/stakeholder ownership and create mechanisms of community based monitoring of all construction activities, where direct supervision is not possible
- To ensure and report on quality of work in all projects before handover
- Ensure proper documentation of the response including daily reports, situation updates and any other information required under the guidance of the program Officer.
- To ensure that baseline information is collected for all interventions areas and are properly documented and filed.
- Coordinate work plans with technical teams to ensure smooth and efficient planning and implementation of activities

**To ensure proper data collection, analysis and reporting**

- The WASH Data Clerk- is responsible for:
  - Regular internal and external data collection or organizing the data base
  - Planning and implementing the KAP surveys and writing the reports
  - Training the staff on data collection with the support from WASH PO.
- Key activities & responsibilities to achieve this:
  - Ensure the quality of data collection according to the indicator in proposals.
  - To follow-up and facilitate the collection of all WASH data and indicators, ensure proper entry, analysis and reporting. This will be done in accordance with the support from WASH PO.

**To collaborate with all ACF-USA departments and the local authorities and Partner agencies at state and field level The WASH Data Clerk- is responsible for:**

- Participate in KAP surveys and other survey exercises organized by WASH and other departments on the request of the Program Manager
- Assist in data collection for monitoring of water points and other projects according to the monitoring schedule available

**QUALIFICATIONS & SKILLS REQUIRED**

- certificate in Data management with 3-2 years' experience in data management, data validation and analyses Minimum one year work experience in community work and management of community groups;
- 1 – 3 years' experience in managing database
- Flexible attitude with experience in relief or development settings
- Good reporting skills
- Responsible, professional and organized
- Strong initiative, supervision ability and team oriented
- Excellent knowledge in Microsoft Office

To apply send your application with CV, cover letter and three professional references to [hroff-mln@ssd-actionagainsthunger.org](mailto:hroff-mln@ssd-actionagainsthunger.org) specifying 'WASH Data Clerk' in the title of your email, or deliver your application to: Action Against Hunger Office at Maluakon base Office.

The deadline for applications is April 29 2018 at 5:30 pm. NOTE: Due to urgency of the position we will be reviewing the applications as they come and interviews may be done before the closing date.

**Note: Applications submitted are non-returnable  
Females are encouraged to apply.**

*Approved by Labour office  
Aweil East State*

