



## **JOB ADVERTISEMENT**

### **DATA BASE ASSISTANT**

**Starting date:** October 2018

**Deadline for applications:** 1<sup>st</sup> October 2018

**Number of Positions Available:** 01

**Place of work:** Juba

**Weekly hours:** 40

**Contract duration:** 12 Months (3 months' probation)

**Working Day/time:** Monday – Friday (08:30 AM – 05:00 PM)

**Salary :** According to HI salary policy – non negotiable

#### **MAIN OBJECTIVE OF THE POSITION**

Under the direct responsibility of the Monitoring and Evaluation Officer, and in close collaboration with the Mental Health and Inclusive Humanitarian Response Team staff, the **Database Assistant** will be in charge of creating, updating and maintaining and reporting the project Database for the Mental Health and Inclusive Humanitarian Response Project.

S/he will be responsible for Ensure the creation, functioning and maintenance of the project database and data entry and data files management. Guarantee the accuracy of information contained in Database and produce relevant information extracted from the database, such as statistical figures and basic data analysis.

#### **HIERARCHICAL RELATIONSHIPS**

**Line manager:** Monitoring & Evaluation Officer

#### **RESPONSABILITIES AND TASKS DESCRIPTION**

- Ensure the creation, functioning and maintenance of the project database
- Responsible for the data entry and data files management
- Collaborate with the EC to analyse the data collected in order to build the global strategy
- Compile all the data according to the templates needed for the different donors
- Guarantee the accuracy of information contained in Database
- Produce relevant information extracted from the database, such as statistical figures and basic data analysis
- Ensure safe keeping of all data produced
- Support the team members to correctly complete all documentation (assessment forms, donation certificates, etc)
- Write weekly activity and progress reports
- Assist the project team to develop IEC materials, leaflets, information brochures and other materials, as required.
- Keep responsibility of hard files and all documentation related to the project
- To demonstrate an ethical and professional practice:
- Respect beneficiary confidentiality.

- Respect and promote HI's Policies on Sexual Exploitation and Abuse and Child Protection and report to your line manager any non-respect of HI's policies amongst the teams or partners.

**Other**

- Any other duties and responsibilities assigned by the EC that is within the post-holder's expertise and experience.

**Note:** This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort.

**EXPECTED SKILLS AND EXPERIENCE**

- Degree in information management and/or IT with significant experience working with database, preferable with INGO/NGOs
- 2 years of relevant work experience in the same position
- Proficient in using computer applications is a MUST (Microsoft office, Excel, presentations)
- Good communication and interpersonal skills, team oriented work style, interest and experience of working in multi-cultural environment
- Self-motivated, ability to work with minimum supervision
- Demonstrated ability to work under pressure, ability to perform multi-task and meet deadlines
- Ability to organize and prioritize workload and to cope with stress
- Ability to work with an international and multi-disciplinary team

### *HOW TO APPLY*

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Qualified candidates are invited to submit their applications (**CV and Cover letter**- clearly state the address, contact information and position applied for) before **5:00 PM** on **1<sup>st</sup> of October 2018** through physically or email to: [recruitment@southsudan.hi.org](mailto:recruitment@southsudan.hi.org)

**Humanity & Inclusion**

Hai Malakal, plot No 83, Block AXIII

Juba, South Sudan.

**Name of the position applied for must be written on the email subject or on the envelope**

Application documents, once deposited will **not be returned** to applicants. Applicants are advised **not to include any original documents** in their application. Federation HI will **not be held responsible** for the loss of such documents.

Due to the expected volume of applicants, **only shortlisted** candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

***Handicap International is an equal opportunity employer and welcomes applications from women and persons with disabilities***

