



**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy No: JBA-2019/11/3/2**

**Who we are?**

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

**Country and Project Background:**

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in grater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods and Demining.

DRC-DDG Seeks to Recruit:-

Position Title	MEAL Data Management Officer
Report to	MEAL Coordinator
Duty Station	Juba
Contract Type	Fixed-term with possibility of extension depending on funding availability
Employment Start Date	As soon as possible
Eligibility	South Sudanese Only
Salary	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline	28 <sup>th</sup> March, 2019

**Purpose of the post**

Under the direct supervision of the MEAL Coordinator and with the support from the MEAL Officer- survey and Assessments, the Data Management officer will be responsible for the overall data management of the DRC programme including the management of the MEAL Central Database, data collection, management of mission's database, management of the F-CRM database, the Project Management Tool (PMT) and survey and assessment/research data collected both digitally and manually.

**Responsibilities and Tasks**

- 1- Super user of the MEAL Central database
- 2- Regular update of MEAL Database and follow up with project managers and field MEAL officer to ensure update the MEAL Database
- 3- Carry out data quality checks on the MEAL Database and
- 4- Consolidate the Project Management Tool (PMT) templates from all project managers and share on the 15<sup>th</sup> of every month.



- 5- Develop the Project Management Tool (PMT) at the beginning of each grant using information from project proposal.
- 6- Upload completed and updated PMT into the MEAL database.
- 7- As a super user, create profile of new users, carry out audit trail and data to day helpdesk function of the MEAL Database.
- 8- Carry out monthly and quarterly data analysis of achievements against target using the MEAL Database, F-CRM database, PMT and status report.
- 9- Work with the program Manager (PM) to develop a monthly data collection and verification Plan, ensuring that beneficiary groups are visited, and reports collected and sent to Juba by 15<sup>th</sup> of every month.
- 10- Review monthly field reports on the MEAL Database and provide feedback on data quality, completeness and trends performance analysis and revert to user if need be
- 11- Provide training on MEAL database for new staff and hands on training for users
- 12- Carry out data validation, data verification, data entry, data analysis and interpretation
- 13- Ensure functionality of beneficiary database and ensure it is up to date
- 14- Present monthly, quarterly and annual high level programme factsheet and status analysis using PowerBI
- 15- Support the MEAL coordinator in setting up file system (uploading files and documents in Onedrive/sharepoint and MEAL database), and ensure the system is well running throughout the year.
- 16- Set up Lessons learnt, recommendations and assessment trackers and ensure regular update.
- 17- Review monthly report and ensure database is up to date
- 18- Any other duty assigned by line manager

## PERSON SPECIFICATION

### Qualifications and Experience:

- A minimum of 4 years of direct, "hands-on" working experience in conducting surveys, assessments, research, statistical data analysis, monitoring and evaluation of emergency or resilience programmes in conflict or post conflict setting.
- Experience in data collection tool through ODK –KoBo toolbox system to design and convert the data collection tools in to ODK is desirable.
- Experience in data management using Office, Advanced Excel, Microsoft Access, EPI-Info, ENA, SPSS and/or STATA. This will include hands-on experience in data capturing and coding, analysis and reporting of indicator data.
- Excellent interpersonal skills both verbal and written communications skills as well as strong team working skills
- Ability to manage multiple tasks in an effective, pro-active and timely manner.

### Education: (include certificates, licenses etc.)

University degree in Statistics, Computer or related studies

### Languages

- Proficiency in reading, writing and understanding in English and Arabic is essential
- Proficiency in any other local languages would be an advantage

### How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV, National ID card and academic documents to Human Resources Department through [jobs.southsudan@drc-ssudan.org](mailto:jobs.southsudan@drc-ssudan.org) or submit your hard copy application to the Human Resource Department to the attention of HR Manager DRC-DDG Office located along Addis Ababa Road opposite NPA Mine Action Main Office.

### Further information

Title of the position/vacancy number MUST be clearly marked in the application and on envelop.



**Gender Equity:** DRC-DDG is committed to achieving gender parity in staffing at all levels. In light of this, women candidates are particularly encouraged to apply to bridge the gender gap.

**Equal Opportunity:** DRC-DDG is an equal opportunity employer. We value diversity and we are committed in creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status, or other protected characteristics.

**Further information**

Please note, as this position is urgent, applicants may be shortlisted and interviewed prior to the closing date. We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudannngoforum.org/> for other suitable opportunities.

