



Internews Job Description

50-H-3
Approved by Labour
K. O. [Signature]
18/2/2019



Job Title: Information Management and Reporting Officer (1 Position)
Location: Juba, South Sudan
Reports To: Monitoring and Evaluation Manager
Department: Monitoring, Evaluation, Research, and Learning (MERL)

GENERAL FUNCTION

Internews Network is an international media development organization based in Washington in North America and London in Europe, whose mission is to give people a voice and the information to empower communities. Internews has been working in South Sudan since 2006 to establish community radio stations across the country which are run by and for local communities. We also implement other humanitarian activities across the sector, including actively working to meet the critical information needs of internally displaced peoples who have been impacted by the ongoing conflict.

This position is under the supervision of MERL Manager and works closely with the Communication and Community Engagement Coordinator and Humanitarian Director to support the research and learning component of a South Sudan response-wide feedback collection and community engagement system.

Main duties and responsibilities

Information Management

- Reach out to response-wide agencies to receive feedback they collect from the communities they serve;
- Manage and maintain a database of feedback, complaints and impact quotes from various humanitarian agencies working across South Sudan;
- Produce, edit and update HCT and cluster-specific reports, feedback fact sheets and other infographics that provide summaries of state level and cluster humanitarian response feedback and key highlights;
- Develop and update project infographics such as activity maps and impact reports;
- Respond to internal and external requests for qualitative data.

Reporting

- Work closely with humanitarian project managers to support their reporting duties;
- Train Internews humanitarian project managers on donor reporting style, techniques and tools in collaboration with MERL manager.
- Review humanitarian reports, check compliance with work plan activities and upload final reports to Egnyte.
- Perform other duties as assigned.

Qualifications

- Ability to write compelling and engaging reports and general content in exceptional English with extraordinary attention to detail.



- **Experience and demonstrated skills in information management, data visualization and editing.**
- Proficient with Kobo/Open Data Kit software.
- 5 years of experience in data management.
- Bachelor's degree in English, social science, or related field or equivalent standard of education. Master's degree preferred.
- Willingness to continually develop own professional capacity, as well as train colleagues in reporting and communications.
- Ability to work independently, efficiently and reliably, to a high standard and to deadline.
- Sensitivity to cross-cultural dynamics in the workplace and ability to work collaboratively with a diverse staff.
- Psychological resilience, flexibility, and a good sense of humor.
- South Sudanese nationality required.

How to Apply:

1. Email your application to **job-southsudan@INTERNEWS.ORG**: *or submit a hardcopy to Internews Office:*
 - a. **Internews office is located in Afex River Camp, Stadium road, off Cemetery road, next to Ambassador Hotel.**
2. Include an attachment of your Resume and CV with three professional Referees
3. Remember to include a telephone number and email so we can contact you
4. Only shortlisted candidates can be contacted for interview
5. The recruitment for this position will be done on a rolling basis. Only applications through email will be reviewed

The **closing** date for receiving applications for this position is **March 08th, 2019 at 5:00 PM**. Applications received later than this date will not be considered.

