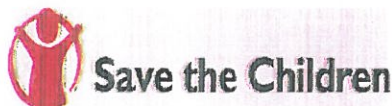


9th April, 2019.



External/Internal Job Advertisement
VA --NO: 201904



Save the Children is an international non-governmental organization that works for a future where children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: CPIMS Officer.
Location: Juba
Reports to: CPIMS Manager/System Administrator
Contract period: 5 Months – with possibility of extension.

JOB PURPOSE:

The post holder will be responsible for child protection program data management including management of the Child Protection Information Management System (CPISM+). The role holder will ensure correct data entry, safe custody of all quantitative and qualitative data related to Case Management/Family Tracing and Reunification (FTR) in accordance with Case Management Standard Operating Procedures (SOPs). S/he will be responsible for the day to day management of the CPISM+(Primero) (Database) and ensure confidentiality.

KEY AREAS OF ACCOUNTABILITY:

- Assist the CPIMS Manager/System administrator in overseeing the entire implementation of the CPISM+/Primero
- Manage users and user groups in Primero.
- Responsible for adding new users to the system, setting up new groups, and resetting passwords.
- Flag challenges with the CPISM + System and report them to system administrator and helpdesk for technical challenges.
- He will be creating and running reports over the SCI and agency data.
- Review case load and monitoring statistics with the SCI field CP Managers; setting targets for case follow-ups and closure and identifying gaps as appropriate.
- Actively participate in trainings and meetings on UASC, case management, data management, reporting.
- Ensure adequate stocks and management of all case management toolkits; booklets or forms, files and back-up system in consultation with the CPIMS manager
- Assign database codes to new individual cases in an organized and accurate manner
- Design additional data entry excel sheets for non FTR cases based on needs and requests
- Conduct field support supervision
- Generate information on the weekly case load for the team by protection concerns and by sex for the team to know efforts into the CP IMS and sharing the list of weekly follow ups with the team
- Work closely with the CP team to ensure cases that require CP interventions outside of Case Management/ FTR activities are flagged and tracked
- Implement the Data Protection Policy and ISP for confidentiality of the information on the children at Field level and monitor staff and other partners' adherence to it under the leadership and authority of the CP Coordinator.
- Comply with all relevant Save the Children International policies and procedures with respect to child protection, code of conduct, health and safety, security, equal opportunities and other relevant policies.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:



- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE

Essential

- Minimum Degree/Post Diploma certificate from recognized University/examining body
- Excellent proficiency in computer usage, particularly with MS Excel
- Knowledgeable on CPIMS databases, statistics or other related fields
- Strong self-starter, able to take initiative and adapt to changing circumstances and priorities
- Spoken and written English to an acceptable standard
- Able to work to tight deadlines under pressure
- Experience in facilitation and training
- Good understanding of the operations of INGOs
- Commitment to upholding Save the Children's Child Safeguarding Policy, as well as principles of do no harm and confidentiality.

Desirable:

- Be both self-reliant and have the ability to co-operate with others.
- Be able to work under minimum supervision to achieve the set objectives.

FURTHER INFORMATION & HOW TO APPLY

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and **ONLY Copies** of Nationality ID, Academic documents & relevant certificates. To Jobs.southsudan@savethechildren.org or hand deliver at the HR Office in the Field locations mentioned above. Applications will also be received at save the children office at Hai Malakal Head Office before closing date of: **30th April, 2019 by 4:00 PM.** *The position must be clearly indicated in your subject-line or envelop.*

Note: SCI will continue to screen application upon receipt due to the urgency of the position.

Please note that:

- This position is open to South Sudanese nationals only. This is a non-relocatable position.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

