



ACTED



JOB TITLE: Information Officer
Department: Camp Management
Location: Kaya and Gendrassa Refugee Camp, SW Maban County, Upper Nile
Date of Advert: 14/07/2017
Date of Closure: 03 /08/2017
Reporting to: Camp Manager

SD. H3
[Signature]
14/7/2017

A. Organization Description:

ACTED (Agency for Technical Cooperation and Development) is an international NGO founded in 1993 and headquartered in Paris. Its activities range from emergency relief to development projects. ACTED South Sudan is currently looking for One (1) qualified candidate for the position of Information Officer for its activities in Gendrassa and Kaya Camps, SW Maban County.

B. Responsibilities:

The Information Officer strengthens communication pathways for Camp Management activities, under the guidance and supervision of the Senior Information Officer. The Information Officer designs data collection strategies, enters data into IM databases, and assists with communication strategies when necessary. Duties also include ensuring that the larger Camp Management team is receiving continuous and accurate information from defined communication pathways.

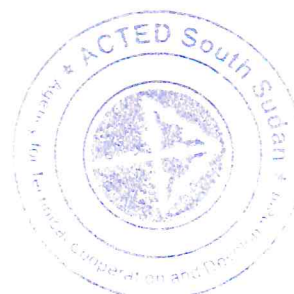
Primary Responsibilities:

Management:

- Design and facilitate trainings with Camp Officers and Outreach Works for optimal data collection and dissemination strategies

Information Management:

- Ensure that Outreach Reporting is accurate and completed on a weekly basis
- Keep close relationship with Camp Officer (Communication), ensuring that data is provided on a daily basis
- Work with Camp Officer (Communication) to ensure that s/he has the most updated information about the camp
- Assist in Frequently Asked Question sheets for CRM when necessary
- With the rest of the Information Management Unit and Camp Managers, continue to develop the effectiveness of the Complaint Response Mechanism within the camp





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Secondary Responsibilities:

- Liaise with camp counterpart to ensure that activities and approaches are harmonized across the two camps
- Support Communication with Communities efforts
- Provide support in the organization of events at camp level
- Maintain excellent relations with all members of the community, listening and noting complaints and directing them to the appropriate staff member
- Participate in the development of annual proposal, procurement, and work plan
- Perform any additional task as requested by the Senior Information Officer

C. Experience/ Qualifications:

- Excellent spoken and written English, essential
- Excellent spoken Arabic essential, written preferred
- Degree in International Relations or other relevant field
- Minimum 3 year working experience in camp management or community mobilization with an NGO in large-scale humanitarian operations, preferably involving refugees or IDPs OR the ability to demonstrate transferable skills and experiences that relate to the above job description
- Experience writing donor reports, preferred
- Familiar with Word, Excel, PowerPoint
- SPSS, STATA, ODK experience, preferred
- Experience analyzing and visualizing raw data
- Diligence in filing and record-keeping
- Highly motivated individual with the ability to take initiative and work independently
- Strong commitment to working for the improvement of the refugee population's life standards
- Willingness to work and live in a multicultural environment in a rural area
- Positive attitude





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Applications

- Applications should be submitted in English, and should include:
- detailed CV
- cover letter
- photocopy of all university degrees
- photocopy of national ID card,
- Photocopies of work certificates related to past jobs.
- All applications should be submitted to the ACTED Country Office in Juba (Hai Malakal, and Maban (Doro Compound) in hard copy by August 03, 2017.Or by mail to john.kibo@acted.org; gendrassa.administration@acted.org; stephanie.mikkelson@acted.org
- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- Application materials are not returnable, therefore applicants are strongly recommended not to submit original documents.
- Note: This position is open to South Sudan Nationals & Women are encouraged to apply

