

## INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No: JBA-2019/01/11/003

### 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 greater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations and expects to be a roughly \$30m+ programme in 2015, 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:	Junior Officer-Protection Data Management
Report to:	Protection Officer
Duty Station:	Maban
Contract Type	Fixed-term with possibility of extension depend on funding availability
Employment Start Date:	As soon as possible
Salary	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline	24 <sup>th</sup> January, 2019

### Purpose of the post

The Data Management Junior Officer will support the protection team by building the capacity of all protection staff in data collection, entry, cleansing and management. The DMO will assist the Senior Protection Officer developing data collection tools, in collecting and inputting data into the protection databases and support the Protection team in improving data collection, entry and management by overseeing those activities and providing one-to-one support for team members when needed. He/she will work closely with the UNHCR protection team to guarantee harmonization of data collection tools and will participate in the design of PSN assessments. The Data Management Officer will have competence in IT, protection related experience, high level of attention to details, effective organizational and communication skills and experience of providing excellent client service.

### Responsibilities and Tasks

- Participate in the design of PSN assessments, PSN database and related tools
- Participate in actual conduct of assessments and verification exercise
- Identifying any problems with the protection database and taking appropriate action in discussion with the Protection Manager
- Assisting the protection team with data collection in and out of the refugee camps and subsequent data entry into the database
- Ensuring that the data recorded on the data collection forms is entered onto the specific databases and lists completely and accurately and within one week of receipt
- Ensuring that appropriate security measures are taken to prevent unauthorized access to data, in accordance with the DRC Policy and Guidelines
- Maintaining adequate records, keeping an up to date filing system.
- Design and conduct IT basic trainings for the Protection Staff
- Providing one-to-one support for team members in data collection, entry and management

- Develop templates and tools
- Translation tools from Arabic to English;
- Providing data analysis as required by Protection Unit
- Perform any other duties as requested by Protection Officer and Protection Manager.

#### *Essential*

- Completion of third level degree or equivalent
- 2 years IT experience in data Management
- Advanced knowledge of Excel
- Previous experience in community-based activities including mobilization, awareness campaigns or any other activity that included the involvement of the community members and/or leaders
- Basic knowledge and understanding of human rights and protection principles

#### *Desirable:*

- Good English writing and organizational skills
- Attention to details
- Developing training materials and experience in the past of carrying out and supervising training at different scales with different partners
- Remains productive when under pressure with the ability to prioritize effectively, and respects and adheres to deadlines
- Excellent interpersonal skills and works well with people of different cultures, gender and backgrounds
- Strong relationship building / interpersonal skill;
- Patience and good communication skills
- Positive attitude;
- Energetic and interested
- Commitment to human rights and protection principles

#### **How to apply**

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources department through [jobs.southsudan@drc-ssudan.org](mailto:jobs.southsudan@drc-ssudan.org) copying [hr.assistant@drc-ssudan.org](mailto:hr.assistant@drc-ssudan.org)

OR  
Submit your hard copy application to the Human Resource department to the attention of HR Officer DRC-DDG Maban Field Office

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

#### **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.southsudanngoforum.org/> for other suitable opportunities.

