

VACANCY ANNOUNCEMENT

Post Title:	Data Officer
Number of Vacancies:	One (1)
Duty Station:	Torit
Contract lengths:	10 Months with possible extension depending on performance and funding
Reports to:	Child Protection Manager

Organizational background

The Catholic Diocese of Torit, which was part of the Archdiocese of Juba, has always been active during the period of war in helping the most vulnerable and affected victims. When it was created in 1983, the Diocese gave itself the primary mission of fighting against all the forces that deprived the human person's dignity, especially at the time of the war when the innocent civilians were subject to untold sufferings...

Caritas Torit as a Social Arm of the Catholic Church is present and active in the Community to promote Justice and Peace in order to bring the reality of the Gospel of Love both in words and deeds. As such its vision is: Committed to build a Society of Justice, Peace and Reconciliation for Integral Human Development in Solidarity with the Poor.

Caritas Torit invites applications from South Sudanese Nationals for the position of Data Officer, based in Torit.

Main Duties and Responsibilities:

Data Officer, under the direct supervision of the child protection Manager and the overall supervision of the Managing Director, assists technical staff and senior programme managers by providing timely and accurate technical data for programmatic decision-making. Specific duties include but are not limited to the following:

- Screen, review and correct hand-written reports
- Filling of hand-written reports
- Communicating with technical staff regarding data discrepancies and errors and ensuring that issues are resolved effectively.
- Enter technical data into the child protection information management system (CPIMS)
- Generate basic data analyses
- Review and correct output reports of any errors
- Conduct basic Excel formatting and editing of data files to produce printable data files for use by technical staff
- Make recommendations for information technology systems' improvement
- Perform other duties as assigned by the data manager and/or Lead and Assistant Data Managers
- Conduct basic data cleaning and screening in the field 2 weeks each month
- Follows up weekly statistics and compiles monthly statistics;
- Progressively understands and masters the Child Protection Information Management System (CPIMS) and the related data entry procedures and contributes to the regular update of all pertinent information related to Unaccompanied and Separated Children (UASC) cases
- Ensures, in coordination with Family Tracing and Reunification (FTR) Focal Point, the coherence of the data updated and the content of the individual paper files;
- Makes sure that the integrity of the files and of the filing system are respected: accurate ordering in the filing cabinets, respect of the chronological order of the filed documents (from the oldest to the

newest), destruction of unnecessary copies, no original of documents with institutional value ("A" documents) left unattended in the individual files;

Minimum qualifications & experience required:

- Diploma or equivalent degree in ICT, office management or social work
- Able to work independently and in an organized manner
- Ability to handle paperwork and filing with accuracy and strictness
- Two (2) years of experience in data entry and/or data management
- South Sudanese National
- Fluency in English
- Maintain confidentiality of information
- Able to create and foster team work
- Willingness to assume additional responsibilities as requested by the immediate supervisor. This could include fieldwork, support on surveys, bookkeeping etc.
- Demonstrated ability to use MS Excel, MS Word and email applications in a professional setting
- Attention to detail

Application Procedure:

- ✓ Application letter and comprehensive CV, **MUST** be received at CARITAS TORIT Human Resources office along Mission Road, Torit EES; not later than **Monday 31st July 2017 at 12noon**. Applicants are encouraged to submit their applications & CV's through via the following E-mail address **hr@caritastorit.org** indicating clearly in the subject line (Envelope) the Post Title.
- ✓ NB: Applications received later than the deadline will not be considered. **Only short listed candidates will be contacted.**
- ✓ Due to the urgency of this position, CARITAS TORIT reserve the right to fill this position prior to the closing date.
- ✓ **Female applicants are encouraged to apply**

Caritas Torit is an Equal Opportunity Employer. Only shortlisted candidates will be contacted for interviews.

Canvassing will lead to automatic disqualification