



South Sudan Mission



VACANCY NOTICE

Action Against Hunger (ACF)-USA is part of the ACF-International Network which works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security and Livelihoods, water and sanitation, health and advocacy.

ACF-USA is current looking for suitable candidates to fill the position of **Data Entry Clerk (1 Position)**.

Position open date: 7th February 2017

Starting date: 1st March 2017

Duty Station: Malualkon

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| Objective 1 | Nutrition data collection |
| Tasks & responsibilities | <p>Activities:</p> <ul style="list-style-type: none"> • Enter completed data into the CompAS data base. • Data base maintenance by compiling all the data from the study sites(OTP sites). • Check the quality of the data to be entered and inform immediate supervisor of any problems. • Perform data quality checks and resolve any issues that arise. • Communicate and share with the data manager any issues related to data so that timely resolution. • Liaise with the Research Officer to obtain accurate project data. • With guidance of Research manager, initiate and perform data cleaning and ensure consistency among all the data sets. • Assist in coming up/developing a data quality protocol to be used for quality checks and assurance for database under data management. • Keep the data log book of data entry queries and inconsistencies. • Coordinate the data checking process and produce reports on the data quality. • Present weekly and monthly reports of data entries |
| Objective 2 | Data entry and analysis: |
| Tasks & responsibilities | <p>Activities:</p> <ul style="list-style-type: none"> • Ensure the cleaning of the data. • Summarize the entered data in the form of reports as appropriate. • Cross check entered data into the databases and verify with hard copies/reports. • Propose improvements on data collection by the nutrition supervisors. |
| Objective 4 | Reporting: |
| Tasks & responsibilities | <p>Activities:</p> <ul style="list-style-type: none"> • Prepare weekly / monthly reports of data entries. • Prepare monthly nutrition databases (SAM and MAM) • Based on the data available, develop reports as required.. |
| Objective 5 | Assist CompAS Research Officer in Collection of the Reports from Various Centres (OTP sites) |

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| | <p>Activities:</p> <ul style="list-style-type: none"> • Collect the ComPAS report from the field when requested by the supervisor • Assist nutrition team in implementation of the program in case there is no data to be entered • Carry out any duty as requested by the Research manager. |
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| INTERNAL & EXTERNAL RELATIONSHIP | |
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| Internal | <ul style="list-style-type: none"> • Nutrition Programme Manager: hierarchical relationship – technical support – exchange of information. • Deputy Nutrition Program Manager: hierarchical relationship – technical support – exchange of information. • ComPAS Research Manager: Direct supervision-technical support and exchange of information |
| External | <ul style="list-style-type: none"> • Local community leaders: exchange of information, & collaboration of activities. • Local government medical authorities: exchange of information, and coordination. • Field staffs of international aid organisations: exchange of information and collaboration. |

| REPORTING RESPONSIBILITIES |
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| <ul style="list-style-type: none"> • Monthly field activity reports. • Weekly field activity reports. |

| POSITION REQUIREMENTS | |
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| QUALIFICATIONS | |
| <ul style="list-style-type: none"> • Higher Secondary School Certificates • Certificates in Computer - MS-Office, Windows operating system and other computer applications • Ability of fluently using MS-Word, Excel, Access and PowerPoint | |
| SKILLS & EXPERIENCE | |
| ESSENTIAL | <ul style="list-style-type: none"> • Sufficient knowledge of computer/Data entry • Good communication skills • Experience with ACF-USA nutrition activities. • At least one year experience as data collection, data entry and cleaning with international NGO. • Ability to manipulate data in Microsoft excel is a must |
| PREFERRED | <ul style="list-style-type: none"> • Clear understanding of Team Work. • Ability to identify significant changes in data. • Excellent demonstrated organization skills with good oral and written communication. • Ability to work under varying levels of pressure • Flexible personality and negotiation skills. |

This document is non-contractual and may be modified to reflect the changing needs of the service.

To apply send your application with CV, cover letter and three professional references to hr-mln.ssd@acf-international.org specifying **"Data Entry Clerk"** in the title of your email, or deliver your application to: Action Against Hunger Office at Hai Cinema next to Bari church, Juba Town and Malualkon-NBeG state.

The deadline for applications is Wednesday 15th February 2017 at 5:30 pm. Note due to urgency of the position we will be reviewing the applications as they come and interviews may be done before the closing date.

Note: Applications submitted are non-returnable

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 APPROVED BY OFFICE OF CABINET