



Action Against Hunger is a non-governmental organization that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation and hygiene.

Action Against Hunger-USA is currently looking for suitable **South Sudanese** to fill the position of **Nutrition Data Manager (1 position) re-advertised.**

Position open date: February 14, 2018
Closing date: March 6, 2018
Starting date: As soon as possible (ASAP).
Duty Station: Juba with Frequent travels to the program sites.

Purpose of the Position

The Nutrition Data Manager is in charge of the improvement and use of data systems; in particular he/she will promote efficient ways to organize, store and analyze data with attention to adequacy, accuracy and legitimacy. The Nutrition Data Manager has a strong understanding of databases and data analysis procedure; he/she is tech-savvy and possesses excellent troubleshooting skills.

Key Roles and Responsibilities

Data collection

The Nutrition Data Manager is responsible for ensuring accurate and timely collection of data related to the nutrition programs. As such, he/she is responsible for:

- Designing forms for collection, receiving, processing, or tracking data;
- Ensuring that needed data is collected in the correct way and with the appropriate data resources for specific nutrition programs;
- Formulating and enforcing policies and procedures for quality data collection to ensure adequacy, accuracy and legitimacy of data;
- Train the nutrition staff and, in particular, the data officers, on data collection tools, proper data collection processes, and use of databases;
- Establish data quality standards and works to ensure standards are met.

Data System Management

The Nutrition Data Manager is responsible for the proper management of all data collected and the database of nutrition programs. As such he/she is responsible for:

- Creating and enforcing policies and procedures for effective data management;
- Ensuring that data system is operational;
- Performing and documenting procedures for data preparation including data cleaning, standardization and analysis;
- Implementing efficient and secure procedures for data management and analysis with attention to all technical aspects;
- Devising and implementing efficient and secure procedures for data handling and analysis with

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attention to all technical aspects;

- Supporting others in the daily use of data systems and ensure adherence to standards;
- Regular analysis of data systems and maintenance of accurate records and establish protocol to share records;
- Manage team and assign duties to ensure systems are running properly;
- Developing and implementing evaluation methodology related to various nutrition data programs to determine completeness and adequacy of the data collection procedure;
- Designing and validating clinical databases including designing or testing logic checks;
- Performing quality control audits to ensure accuracy, completeness, or proper usage of systems and data;
- Reviewing data for inconsistencies or anomalies that could skew analytical results;
- Generating data queries based on validation checks or errors and omissions identified during data entry to resolve identified problems.

Data Reporting and Analysis

The Nutrition Data Manager is responsible for data reporting and, in collaboration with the Nutrition Coordinator and the Nutrition PMs, for its comprehensive analysis. As such, he/she is responsible for:

- Preparing monthly, quarterly, and annual data reports;
- Developing ad-hoc reports as necessary;
- Assisting with reports and data extraction when needed;
- Presenting data in meetings where needed;
- Sharing data with the Nutrition PMs, Nutrition Coordinator and DCD on a regular basis;
- Consultation with staff on data collection/reporting problems and assisting in developing means to correct the problems;
- Monitoring and analyzing information and data systems and evaluating their performance to discover ways of enhancing them (new technologies, upgrades etc.);
- Ensuring digital database and archives are protected from security breaches and data losses;
- Preparing reports, statistical comparisons, data charts and other presentation materials.
- Analyzing clinical data using appropriate statistical tools.

Management, technical supervision and capacity building

The Nutrition Data Manager is responsible for technical backstopping and supervision of Data Officers at field level. As such, he/she is responsible for:

- Training Data Officers on technical procedures, data base programs usage and management, data reporting;
- Carrying out regular field visits to train nutrition staff on data collection, management and reporting;
- Supervising and providing technical backstopping to data management program staff;
- Ensuring that data systems at field level are operational and correctly in place;
- Maintaining weekly communication with field team for follow up, supervision, technical support;
- Maintaining regular communication with Technical Advisors and HQ to ensure South Sudan Mission is compliant with Action Against Hunger's general rules on data management and any new technology/database/tool is promptly put in place.

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QUALIFICATIONS

- A bachelor degree in in Computer Science, Computer Engineering or related field
- At least two years working experience in data management and analysis

SKILLS & EXPERIENCE
ESSENTIAL

- Proficient in MS Office (Excel, Access, Word etc.)
- Familiarity with modern database and information system technologies
- Excellent understanding and practice of data administration and management functions (collection, analysis, distribution, validation, etc.)
- Report designs
- Presenting information to others to convey information
- Limited supervision
- Attention to details
- Good communication skills
- An analytical mindset with problem-solving skills
- Organisation skills are necessary
- Excellent team work and leadership skills.

PREFERRED

- Knowledge of analysis software (i.e. SPSS, SAS)
- GIS
- Ability to work with large data sets will help you in this position
- Flexible personality
- Ability to work under pressure
- Experience with Action Against Hunger nutrition activities
- Keeping up to date with developments in the profession

How to apply:

Send your cover letter with CV and details of at least three professional references to recruitment@ssd-actionagainsthunger.org specifying "**Nutrition Data Manager**" in the title of your email, or hand deliver your application to: Action Against Hunger Office at Hai Cinema Juba Town, Next to Bari Church.

The deadline for applications is Tuesday March 6, 2018 at 5:30 pm. NOTE, due to the urgency of the position, Action Against Hunger will be reviewing the applications as they come and interviews may be done before the closing date.

Women are highly encouraged to apply.

Please note: Applications submitted are non-returnable