

## **Vacancy Announcement**

**Position:** Roving Information Management Officer  
**Report to:** Project Manager  
**Contract duration:** 12 months  
**Location:** Based in Juba with countrywide deployment  
**Expected start month:** May 2018

- I. **Main objective:** This position is responsible for the effective implementation of emergency preparedness and response project through supporting in assessment, response, reporting and documentation.

The IMO will be based in Juba and regularly travel to identified priority locations. S/ he will be responsible of the all field activities in all planned missions.

### **II. Responsibilities/duties:**

- Lead data collection in the field and support data collectors
- Train field staffs on data collection methods and tools
- Enter survey data to data entry form
- Design data entry form together with the project manager
- Write the first draft assessment reports
- Lead service mapping and write report
- Compile data reports and report for PM on monthly basis
- Attend IMO meeting in OCHA and other coordinators
- To execute any other tasks assigned by Project Manager

### **III. Qualification**

- University degree or Diploma and relevant work experience
- Good knowledge of MS office application software, particularly excel
- Field assessment experience is an asset

### **IV. How to apply**

Please submit your CV and Cover letter to INTERSOS Office south Sudan located in hi-Cinema before or at 15/05/2018