



Action Against Hunger USA
Plot 28, block AXT, 2nd Class
Hai Cinema, Juba Sout Sudan

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South Sudan Mission

VACANCY NOTICE

Action Against Hunger-USA is part of the Action Against Hunger-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.

Action Against Hunger-USA is current looking for suitable candidates to fill the position of **Data Entry Clerk (1 position)**

Position open date: August 07th, 2017

Closing date: August 15, 2017

Starting date: As soon as possible (asap).

Duty Station: Maluakon, Aweil East, South Sudan.

KEY RESPONSIBILITIES

Nutrition data collection;

- 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

Data entry and analysis:

- 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.

Reporting;

- Prepare weekly / monthly reports of data entries.
- Prepare monthly nutrition databases (SAM and MAM)
- Based on the data available, develop reports as required

Assist ComPAS Research Officer in Collection of the Reports from Various Centres (OTP sites)

- 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.

QUALIFICATIONS & SKILLS REQUIRED

- 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
- 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
- **Female Candidates** are highly encouraged to apply.

To apply send your application with CV, cover letter and three professional references to recruitment.ssd@acf-international.org specifying "Data Entry Clerk" in the title of your email, or deliver your application to: Action Against Hunger Office at Maluakon base Office.

The deadline for applications is Friday 15th August 2017 at 5:30 pm. NOT 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

*Approved by Labour office
Aweil East state*

