



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



JOB ADVERTISEMENT
Protection Data Administrator
Based in Juba

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position.

Main Duties and Responsibilities:

- Responsible for the Prot 6 case-management tool
- Carries out data processing; applies and updates data-entry procedures.
- Ensures good data quality by carrying out regular data controls.
- Contributes actively to the daily organization of the protection office.
- Contributes to the protection and security of individuals' personal data.
- Provides figures on protection activities for external reporting.
- Prepares Ad-hoc statistics, analyses of Protection/Tracing/Detention activities in South Sudan when requested
- Ensures reception and centralization of RFL and Detention statistics and protection office figures from the Sub-Delegations as well as from SSRC

Minimum required knowledge & experience:

- Bachelor Degree and/or college coursework completed, and/or Associate Degree or equivalent, and/or higher education degree in administration, and/or data management experience.
- Experience in humanitarian area or equivalent field an asset
- Good level of oral and written English
- Intermediate level of oral and written Arabic
- Good level in computer skills
- Skilled in the following competencies: Team Work, Adapting & Learning; Analysis; Responsibility & Autonomy

Interested candidates should submit their application clearly marked "**Protection Data Administrator - Juba**" (including C.V. written in English) and copies of certificates at latest **Monday, 2nd April 2018** to the **HR Manager**.

either: At the ICRC reception in **Juba, Wau, Rumbek, Bor, Malakal and Bentiu**

or By email to: jub_recruitment_services@icrc.org



Only short-listed candidates will be contacted. Application files not retained will not returned.