

11 April 2017



Save the Children

External/Internal_ Job Advertisement

VA No. SCI-11042017

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Data Clerk

Location: Juba with regular travel to the field

Reports to: EHU clinical lead and EHU nurse

Contract Period: 3 Months with possibility of Extension based on meeting Jobs Performance and the availability of Funds.

JOB PURPOSE:

The incumbent of this position represents Save the Children values and principles in interactions with staff and external audiences. These values and principles include commitment to the mission of Save the Children international, team orientation, quality management and leadership development, introducing systems and procedures to strengthen staff motivation and productivity.

- Application of health information system
- Management of data collection, data management processes and reporting
- Support to training of clinic staff on reporting and HIS in the event of new clinics

S/he will be responsible for ensuring that key organizational principles and approaches, such as child participation, sound monitoring and evaluation systems, financial control and compliance will be achieved in the period. She/he will be responsible of ensuring that lessons derived through implementation will be well articulated and documented.

KEY AREAS OF RESPONSIBILITY:

- Gather OPD mobile clinic data and create weekly and monthly reports
- Gather IPD and SC data and create weekly and monthly reports
- Present the result of the processed data and highlight indicators and trends of diseases reports in collaboration and advice of the clinical team
- Compile and submit DHIS data monthly to SC Juba office
- Compile and submit data for Output Tracker monthly to SC Juba office
- Compile and submit monthly UNFPA report
- Compile and submit weekly IDSR report to SC Juba office
- Compile and submit Health cluster RRM report
- Compile and submit RRM mission vaccination summary report
- Compile and submit consumption summary report
- Ensure that all data is collected, processed, interpreted, neatly kept and accessible to the area office
- Strictly maintain Patient Confidentiality
- Participate in training to improve medical performance
- Assisting in emergency response to disease outbreaks, as needed

- Any other tasks as assigned by EHU clinical lead and EHU nurse
- Adhere to the security guidelines employed by SC on site and when travelling

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS:

Minimum high school graduate or certificate of IT or related field

EXPERIENCE AND SKILLS

- 1 year of experience conducting data entry and knowledge of statistical software, databases or similar.
- Training and proven experience in IT, statistics, accounting, logistics or related field
- Prior work experience in Child Protection Information Management System and knowledge of child protection, such as family tracing and reunification, case management etc.
- Excellent proficiency in computer usage, particularly with MS Excel or MS Access.
- Excellent English language communication and writing skills.

Desirable

- Previous experience within a humanitarian aid organization
- Previous experience working within South Sudan
- Knowledge of local languages including Arabic, Madi, Acholi
- Working experience in insecure and multicultural diverse setting

Child Safeguarding and Code of Conduct:

Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of

staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards which all staff members must adhere to:

FURTHER INFORMATION & HOW TO APPLY

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates.

The position must be clearly indicated in your subject-line or envelop.

Deadline for receiving applications is **25th, April, 2017 by 5.00 PM** via **email at:** jobs.southsudan@savethechildren.org hand delivered to the nearest Save the Children Office.

Please note that:

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

