



MAG South Sudan  
Plot No. 1 Block 1, 1<sup>st</sup> Class Area  
Jondoki Kamiru,  
Blipham Road, Adjacent to Ezentus  
Juba, South Sudan

## VACANCY INFORMATION MANAGEMENT COORDINATOR

### OPEN TO SOUTH SUDANESE NATIONALS ONLY

**Employer:** Mines Advisory Group (MAG)  
**Department:** Operations Team  
**Reporting to:** Technical Operations Manager(TOM)  
**Base Location:** Juba  
**Working Area:** South Sudan

Mines Advisory Group (MAG) is a Humanitarian, none profit making organization concerned with the impact of landmines in South Sudan. MAG South Sudan is recruiting a highly competent, proactive information Management Coordinator.

### Summary of the Position

The Information Management Coordinator (IMC) will have the key responsibility for MAG's operational information management system in South Sudan. The IMC is to ensure that data is collected, submitted and checked for accuracy to ensure that MAG can meet both internal and external reporting requirements to the highest possible standard. In addition, the IMC should take a proactive role in analysing and interpreting operational data so as to provide the Senior Management Team information and evidence that can improve operational decision making.

### Specific Areas of Responsibility

#### Information Management – Operations

- Conduct quality checks on all data received from the field teams via mobile reporting devices using the standard data verification procedures
- Conduct regular analysis of data to ensure consistency and accuracy of information
- Conduct queries of the ArcGIS database for the creation of internal and external reports using preconfigure dashboards. This is done in support of requests from the Country Director (CD), Technical Operations Manager(TOM) and Programme Officer (PO)
- Prepare and summarise information for the submission of (daily, monthly, quarterly, annual) reports to external authorities. Care and emphasis shall be taken to ensure the quality and accuracy of information produced
- Work with TOM and TFM-TL/QA to collect, review, and collate daily output data and prepare daily output reports for submission to UNMAS
- Work closely with CLM to streamline community liaison output reporting and prepare submission of reports for UNMAS
- Keep up to date with programme activities in terms of team and donor allocations as well as being able to monitor performance of project targets versus actuals delivered

