



Danish Refugee Council

Juba Country Office

Addis Ababa Road, Next to
UNICEF, Juba, South
Sudan



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. JBA 2022/20/09/0003

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, based on humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC is operational in Unity states, Central Equatoria, Western Bahr El Ghazal and the Upper Nile region. The South Sudan Programme works in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC Seeks to Recruit: -

Position Title:	Information Management Officer (GIS)
Reports to:	CCCM Manager
Unit/ Department:	Mobile Response Team
Location:	Roving
Employment category	H.1
Eligibility:	South Sudanese National Only
Employment Start Date:	As soon as possible
Salary	According to DRC salary policy – Non-negotiable
Advertisement Closing Deadline	7 th October 2022



Overall Purpose of the Role:

In response to the urgent humanitarian crisis in South Sudan, DRC is scaling up its existing emergency response capacity through the continued expansion of Mobile Response Teams for multisectoral emergency assistance. This role is to support the implementation of semi static and roving/mobile CCCM activities across South Sudan. The GIS and IM Officer will throughout his/her work ensure confidentiality and strictly adhere to the DRC Code of Conduct.

Responsibilities:**Core Activities**

- Ensure accurate linkages between spatial databases and assessment data;
- In Coordination with MEAL Specialist, conceptualize methodologies for collecting data in the field, as according to need;
- Cross check Head Count data collected in the field, ensure regular updates and solve eventual discrepancies;
- Manage data received monthly from the team and support with analyses e.g. head Count and multi sectoral data (Data cleaning, management, and merging and analyses)
- Design mapping templates, look at geospatial analysis of hazards and crises
- Develop displacement, flooding and other maps as required by the team
- Preparation, conception and production of maps and identify map information need, map information sources;

Factsheets

- Provide mapping support for supplementary products developed by the assessment team
- Support with designing and formatting templates

Data collection tools

- Design and code data collection forms using Kobo, ensuring that the purpose and use of data collected is clear and that questions are simple, clear and collectable through testing and piloting the surveys
- Automate data collection processes
- Carrying out manual data entry as requested by the line manager
- Organize and manage data input from data collection forms and conduct initial analysis of the data
- Support the maintenance of DRC-MRT databases

Information products

- Produce and update information products such as reports, charts, infographics, and other materials;
- Support the documentation of activities, contact and project information on all the actors present in the camp or informal settlements, e.g. service mapping.
- Develop maps for supporting operations, mapping displacement, flooding etc and use GIS for conducting spatial and temporal analysis of hazards
- Support the regular transfer/channelling of collected data and information to other relevant stakeholders
(e.g. DRC departments, cluster, other CCCM partners) using agreed upon templates and respecting timeframes.

Information sharing

- Contribute to innovative ideas for information sharing internally and externally
- Ensure the security and data protection of all shared information



- Support the CCCM Manager and other actors in strengthening information management and information sharing that supports all service provision, including: distributions, community mobilization, assessments, technical works, etc.
- Attend and facilitate, if necessary, meetings with relevant stakeholders relating to information management.

Capacity building

- Training of DRC staff, local authorities and camp management stakeholders in methods of data collection, data entry and basic analysis
- Provide technical leadership to any CCCM assessments



Complaint and feedback mechanism

- Support the establishment of an electronic complaints and feedback mechanism which ensures confidentiality and easy referrals.
- Support the management of the FCRM database in collaboration with the MEAL team, ensuring cases are downloaded from Kobo, compiled, and shared with the relevant team members.

Experience and technical competencies: (include years of experience)

- Minimum of 2 years of experience in information management / IT related work, specifically developing and maintaining databases, such as Microsoft Excel/Access, use of infographics/visual software
- Experience in all aspects of mobile data collection (ODK/ Survey CTO/Kobo toolbox etc.) including coding and survey design
- Minimum of 2 years' experience with GIS/GPS mapping software and techniques desirable
- Minimum 1 year of experience in international and/or local NGO; ideally involved in the direct implementation of field level humanitarian assistance to refugees or IDPs.
- Proven experience in conducting humanitarian assessments
 - Ability to write reports and conduct data analysis in English.



<p>Desirable qualifications : (include certificates, licenses etc.)</p> <ul style="list-style-type: none"> ○ Excellent interpersonal skills and works well with people of different cultures, gender and, backgrounds ○ Works collaboratively with team members to achieve results ○ Remains productive when under pressure with the ability to prioritize effectively, and respects and adheres to deadlines ○ Able to work in a variety of environments and is prepared to conduct field missions for several weeks at a time, often overnight, to remote locations with few amenities ○ Strong relationship building / interpersonal skill; ○ Positive attitude; ○ Energetic and interested 	<p>Find the definition of DRC's Core competencies here</p> <p><u>All DRC staff should master the 5 core competencies:</u></p> <ul style="list-style-type: none"> • Striving for excellence: you focus on reaching results while ensuring an efficient process • Collaborating: you involve relevant parties And encourage feedback. • Taking the lead: you take ownership and initiative while aiming for innovation. • Communicating: You listen and speak effectively and honestly. • Demonstrating integrity: you act in line with our vision and values
<p>Languages: (indicate fluency level)</p> <ul style="list-style-type: none"> ▪ English ▪ Fluency in at least one or more local languages including but not limited to Dinka, Nuer, Azande, Balanda etc. 	
<p>Key stakeholders: (internal and external) DRC Mobile Response Team, CCCM actors, SSRRC, community stakeholders, particularly Leadership, NNGOs, NGOs, UN Agencies and other actors</p>	 
<p>Last updated: (date and name) Marie Rouch, 09.05.2022</p>	

How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your up to-date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through ssd-jobs@drc.ngo

OR Submit your hard copy application to the Human Resource department to the attention of HR/Admin Officer DRC office in Juba OR any nearby DRC Office. Title of the position/vacancy number MUST be clearly mark in the application subject line and on envelop.

Equal Opportunities: DRC is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics

Safeguarding: *DRC's Capacity to ensure the protection of and assistance to refugees, IDPs and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, Safeguarding and Anti –Corruption policies including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process*

NOTE: Only short-listed candidates will be contacted.

