



**Save the Children**

26 October 2023

**Job Advertisement**

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:** CPIMS Officer

**Location:** Juba.

**Reports to:** Roving CPIMS Coordinator

**Contract Period:** 12 Months



**CHILD SAFEGUARDING:**

**Level 3** - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people

**ROLE PURPOSE:**

The post holder will be responsible for child protection program data management including supporting the CPIMS+ Coordinator with management of the Child Protection Information Management System (CPIMS+). The role holder will ensure correct data entry, safe custody of all quantitative and qualitative data related to Case Management/Family Tracing and Reunification (FTR) in accordance with Case Management Standard Operating Procedures (SOPs). S/he will be responsible for ensuring timely submission of weekly CM/UASC and 5Ws (Online KOBO) reports

**SCOPE OF ROLE:**

**Reports to:** Roving CPIMS Coordinator

**Staff directly reporting to this post:** N/A

**KEY AREAS OF ACCOUNTABILITY:**

- Implement and promote the information management for case management guidance framework for ensuring best practices of confidentiality and safeguarding of children. It includes monitoring and supporting staff and other partners' adherence to it.



- Review case load and monitor statistics with the SCI field CP Coordinators; setting targets for case follow-ups and closure and identifying gaps as appropriate.
- Responsible in ensuring child protection 5Ws from all the field officers are submitted on time to CPAoR using the online KOBO tool
- Liaising with MEAL team in undertaking capacity gap assessment and following up with flags from Commcare system
- Supports the CPIMS+ Coordinator in training data clerks, case workers, case officers and community volunteers on identifying and registering cases in the community who meets the organizational vulnerability criteria
- Assisit in collecting, reviewing and screening all data from the field locations before submitting to the CPIMS+ Coordinator and other CP staff and before sharing it with national level partners.
- Assist in identifying and supporting the establishment of adequate, effective and appropriate mechanisms to facilitate case management coordination and capacity building
- Assist in track individual cases that have outstanding/overdue actions and work closely with the FTR and CP teams to ensure progress on these cases (with implementing partners and SCI)
- Supports the coordinator in ensuring adequate stocks and management of all case management toolkits; booklets or forms and files in consultation with the CPIMS+ Coordinator

Conduct field support supervision, coaching, auditing and on-job training

## BEHAVIOURS

### 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 their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

### 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; demonstrates highest levels of integrity



## QUALIFICATIONS

- A minimum of Bachelors in Information Management System, Information Technology or Computer Science, Data Analytics
- Microsoft Certification (ICDL) would be an added value
- Recognized certificate in IT technical support or IMS or Big Data technologies





**EXPERIENCE AND SKILLS**

**Essential**

**Desireable**

- Minimum Degree/Post Diploma certificate from recognised University/examining body
- Excellent proficiency in computer usage, particularly with MS Excel
- Knowledgeable on Information management systems and statistics or other related fields
- Strong self-starter, able to take initiative and adapt to changing circumstances and priorities
- Spoken and written English to an acceptable standard
- Able to work to tight deadlines under pressure
- Experience in facilitation and training
- Good understanding of the operations of INGOs
- Commitment to upholding Save the Children's Child Safeguarding Policy, as well as principles of do no harm and confidentiality.

**Desirable:**

- Be both self-reliant and have the ability to co-operate with others.
- Be able to work under minimum supervision to achieve the set objectives.
- Knowledge of Child Protection
- Highly developed interpersonal and communication skills
- Good time management and task prioritization ability
- Demonstrated understanding and proficiency of recent networking, telephony, internet technologies and ability to maintain awareness of current technologies and trends within these areas

**Additional job responsibilities**

In the absence of the CPIMS+ Coordinator(s), S/he is responsible for supporting and managing the overall activities

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**Application Information:**



Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com/careers))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR Technical support

**Deadline for submitting applications: 15th, November, 2023.**

**Cc: [MoJobadvert@gmail.com](mailto:MoJobadvert@gmail.com):(National Ministry of Labour email Address Juba)**



A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke.