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Approved by
Inspector of Labor
26/03/2024
MINISTRY OF LABOR
REPUBLIC OF SOUTH SUDAN
26 MAR 2024

JOB VACANCY: Data Management Officer (1 position)

AVSI Foundation is a global non-governmental organization with headquarters in Italy. Its mission is to support human development in developing countries according to the social teaching of the Catholic Church: recognizing the uniqueness of each person, who as such cannot be reduced to a number within an anonymous category such as “the poor, the sick, and the disabled”. Furthermore, every person and every community represent a resource, regardless of their vulnerability. This is why AVSI works to help people in becoming aware of their own value and dignity. AVSI is operating in South Sudan since 2005, implementing medium to long-term sustainable health, education, water & sanitation, food security and emergency relief programmes.

The organisation is now seeking to recruit suitable qualified **South Sudanese nationals** for the positions of **Data Management Officer**.

Duty Station: Torit, with travels to Juba and Rumbek.

Starting Date: Successful candidate should be ready to start work within 1 week from the date of confirmation of employment.

Job description:

To contribute to the implementation of the “Rural Upgrade of Resilience of Agribusinesses and Livelihood in South Sudan” – RURALSS project. Under the direct supervision of the Chief of Party (CoP), the Data Analyst will be responsible for implementation of designated tasks contained in the RURALSS’s Data Management Strategy.

Duties and responsibilities:

- Provide technical leadership in the management of all project data
- Support the CoP in the establishment of offline and online (on Kobo and Activity Info platforms) databases to capture all programming (process) and monitoring data
- In liaison with the CoP and MEAL team, support the development of data collection tools in line with Data Management best practices.
- Conduct timely data quality assurance to ensure completeness, credibility and validity
- Support project staff in analysis of project qualitative and quantitative data in MS Excel pivot tables and Kobo Excel Data Analyzer to aid inference of achieved results
- Support MEAL Officers in planning and collection of project data.
- Spearhead the upload and transfer of project data in Aid stream (for IATI reporting), Kobo Toolbox and Activity Info
- Support the MEAL team in keeping inventory of and maintenance of data collection equipment.
- Support the project staff in establishment and maintenance of project archive.
- Prepare data summary sheets for key performance indicators to inform progress on quarterly indicators and aid compilation of quarterly IATI reports.
- Represent and profile the project, its objectives and results, in publications and presentations
- Proactively engage in strategic thinking on how to make the program succeed.
- Carry out other duties assigned by the Supervisors.

The Data Analyst position’s requirements:





- Bachelor's degree in Statistics, Data Management/Science, Quantitative Economics, or similar/related field.
- At least 3-4 years' work experience in Data Management.
- Professional level working knowledge of English language, Knowledge of Juba Arabic Language is an asset.
- Experience in database management, conducting assessments/surveys, data analysis are highly desired.
- Computer literacy especially MS Excel, Access and PowerPoint, familiarity with data management packages/software namely Kobo Toolbox, Activity Info, Aidstream, and SPSS will be strong advantages
- Must be able to work independently, with minimum supervision.
- Previous cooperation with AVSI Foundation is an asset or added advantage.

How to Apply:

Applications should include updated nonrefundable **Curriculum Vitae** (CV), National **ID** and **cover letter**. In the cover letter (of no more than two pages in length) the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

The above documents can be delivered to AVSI Office in the Country:

- AVSI Foundation Office in Juba – Jerusalem House, Mobil roundabout.
- AVSI Foundation Field Offices in Torit, Isohe, Magwi, Rumbek and Kapoeta Town and Narus Offices.
Or send in soft copy to Francis.Obita@avsi.org cc Aziz.musema@avsi.org cc kuti.elizabeth@avsi.org

- The candidate must have a valid South Sudan National ID or Passport
- Submitted application documents shall not be returned.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED and WILL HAVE TO UNDERGO WRITTEN TEST AND ORAL INTERVIEWS.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS **19th April 2024**

Expected start of the employment: from the **1st May 2024** the selected staff must report to AVSI Juba office Jerusalem House.

Due to the urgency of these roles, AVSI reserves the right to shortlist applications prior to the closing date. The selection of the candidates is conditioned to the signing of the agreement with the donor.



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