

Approved
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MOL
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29/8/2025

TERMS OF REFERENCE



Position:	Database Consultant
Position grade:	G4
Number of Vacancy:	01
Duty station:	Renk
Application start:	29/08/2025
Application end:	26/09/2025
Length of the contract:	6 Months with the possibility of extension depending on performance and funding availability.

OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

OVERVIEW OF THE POSITION

Under the overall supervision of the Program Coordinator (DTM) and direct supervision of the Head of Sub Office Renk, the incumbent will provide support in the verification and quality control for information related to registration, surveys, and population profiling for IOM Activities.

GENERAL FUNCTIONS

1. Provide database administration (DBA) support and technical assistance to registration and verification exercises in the field. Assist in troubleshooting and resolving problems that may arise related to the database or application and software used for data capture, equipment, and network to ensure systems run smoothly throughout registration/verification operations.
2. Participate in data collection, analysis, and maintenance of program related databases and files.
3. Generate timely reports from the database based on the requirements of the project and share with the partners.
4. Provide training and follow up on the successful completion of duties from staff directly involved with Data Entry.
5. Implement the IOM control modalities to support the proper completion of Data Entry/Data verification staff duties.
6. Perform daily backups for the databases/files updated every working day by Data Entry Clerks.
7. Perform data quality checking and data cleaning.
8. In close coordination with relevant Registration Officers/Statistician Officers and the Information Database Officer, implement information updates before, during and after Data Processing and Cross-Checking, reporting, especially in cases where Field Data Verification is required.
9. Maintain confidentiality of data, beneficiaries and must adhere to IOM's data protection policies.
10. Perform any other duties as may be required.



ESSENTIAL EXPERIENCE

Education:

- Bachelor's degree from an accredited academic institution in computer sciences, data management, or other relevant field with two years of relevant professional experience.
- Completed secondary education with four years of relevant professional experience.

Work experience:

- Previous experience in the implementation of Displacement Tracking Matrix (DTM) programs or similar information management activities is a requirement.
- Experience in the use of computer programs and databases (e.g. Microsoft Access, Visual Basic, SQL, ODK, Kobo).
- Previous experience with biometric registration, Mobility Tracking and flow monitoring processes are a strong advantage
- Previous experience working in hardship duty stations.
- Computer knowledge includes Microsoft Office and ability to use internet and email.
- Familiarity with mobile data collection technologies and GPS.
- Familiarity with different areas of South Sudan.
- Good communication skills, efficiency and flexibility.
- Attention to detail and quality and capacity to meet deadlines

Languages:

- Thorough knowledge of English language is required. Knowledge of Arabic is essential.

Key competencies:

- Strong communication skills with the ability to effectively and persuasively present information in a variety of settings and formats.
- Able to critically analyse data and make a decision.
- Solid organizational skills: ability to be flexible and capacity to perform well under pressure in a fast-paced and detail-oriented team environment.

Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please deliver your CV, and Cover letter, most preferably by email to the address: southsudan@ctg.org

Please make sure **the subject of your email states "Database Consultant - Renk"**, or your application might be overlooked.

In Juba, please deliver to the CTG Office located within the IOM compound adjacent to Ezentus Company off Mangateen road.

IMPORTANT REQUEST

- **All Applicants Must Acquire the Labor Card from the relevant State Authorities.**
- Kindly avoid naming your CV as a CV, Updated CV, or by Job title or organization name.
- For hard copy deliveries kindly include the position applied for on the envelope.

