



Approved
DIRECTORATE OF LABOUR
MINISTRY OF LABOUR
13 JUN 2023
MAG South Sudan
Plot No. 1 Block 1, 1st Class Area
Jondoki Kamiru,
Bilpham Road, Adjacent to Ezentus
Juba, South Sudan

RE- ADVERTISEMENT- INFORMATION MANAGEMENT OFFICER (IMC) 1- POSITION
External/Internal Open to South Sudanese Nationals Only

Employer: Mines Advisory Group (MAG)
Department: Operations
Reporting to: Technical Operations Manager
Base Location: Juba South Sudan
Working Area: South Sudan
Opening date: 13th June 2023
Closing date: 26th June 2023

Mines Advisory Group (MAG) is a Humanitarian, non-profit organization concerned with the impact of landmines in South Sudan. MAG South Sudan is recruiting for highly competent, proactive **Information Management Officer** for its Juba Operations base.

MAG's Vision

A safe and secure future for men, women and children affected by armed violence and conflict

MAG' Mission

MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for Development

MAG's Values. Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose

EXPERT - through excellence and expertise we build trust

INTEGRITY - we strive to do the right thing

COMPASSION - people come first in everything we do

INCLUSIVE - we are inclusive, and we value diversity

Job Summary

The Information Management Officer (IMO) is responsible for the entry of data from soft and hard copy field reports on to the computerised data management system in the JUBA Operations Base. He/she is also responsible for the collation, management and extraction of the data to ensure their accuracy and security as well as accessibility for end users. The IMO is to work closely with the TOM and Project Officer (PO) to ensure data for reporting purposes is accurate and timely

Principal Responsibilities:

Technical

- Ensure the technical and grant output databases are maintained
- On a daily basis manage and conduct Quality Control of available data with help of OMIS, UNMAS DPRs and other IM tools (IMSMA)
- Co-operate and assist TOM / TFMs and PO in summarising available data as and when required
- Liaise with IMSMA data team as required to facilitate the passage of data
- Ensure all data from Survey 123 is entered into the IMSMA database in an efficient and timely manner

MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide.

MAG is co-laureate of the 1997 Nobel Peace Prize.

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- QA / QC all incoming data for accuracy and highlight any issues
- Maintain communications with teams to resolve any issues
- Oversee Microsoft Teams Country Folder Structure
- GIS mapping and support to Operations Team in order to facilitate Desk Top Studies for future / potential Clearance and Technical Survey Tasks
- Input daily, weekly information and other data received from operational teams
- Support UNMAS and NMAA IM Teams as required
- Assist TOM and PO in compiling monthly HQ and donor reports
- Oversee management of vehicle and personnel tracking system installed in Operations Room
- Any other relevant tasks / duties assigned by TOM

Capacity Building and HR

- Mentor the Information Technology Assistant (ITA) in MAG proprietary IM system
- Mentor the ITA in troubleshooting field IT issues
- Teach, Coach and Mentor Operations Room personnel in use of vehicle and personnel tracking system

Communication and Reporting

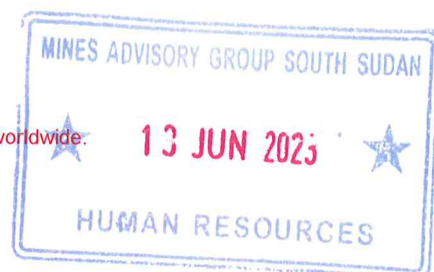
- Assist the TFM / CLS in providing relevant and useful information and case studies to the TOM / PO
- Assist the Clearance Teams in compiling mapping and historical data to produce accurate Desk Top Studies of future / potential tasks
- Contribute to internal discussion and planning designed to improve MAG's database systems in order to support Humanitarian Mine Action

All staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement
- Work towards achieving programme objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes
- Some Job Descriptions may be supplemented by specific Terms of Reference
- This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff is expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises

Person Specification

- A minimum of a Bachelor Degree in studies related to Information Management or relevant qualification / accountable experience
- Experience and demonstrated competency in using ESRI ArcGIS, ArcGIS Pro and ArcGIS online
- Ability to operate GPS equipment
- Demonstrating high attention to details and commitment to accuracy and integrity
- Can think creatively to suggest new ideas and solutions for complex problems
- High proficiency with English language with strong written and reporting skills





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- High competency with Information Technology applications
- Ability to maintain effective working relationships with other departments, Supervisor, and Senior Managers
- High proficiency in all aspects of Microsoft Office

Desirable

- Previous experience working in Information management system in Humanitarian Mine Action
- Familiar with coding languages Python or R
- Formal qualification ESRI ArcGIS, ArcGIS Pro

Essential Skills and Knowledge

- Excellent interpersonal skills with the ability to build effective relationships
- Excellent presentation skills with the ability to engage with an audience
- Good level of written and spoken English
- Good literacy, numeracy and IT skills

Essential Aptitude

- Ability to work independently with initiative and a solution orientated approach
- Self-motivated, flexible and enthusiastic approach to work
- Determined to high quality standards

Physical Fitness

- Due to the physical nature of the role and the work involved in demining activities, a good level of physical fitness is an essential requirement.

Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing)**, if you have any concerns in this area these should be reported to the County Director.

HOW TO APPLY:

Qualified and interested candidates should submit a cover letter with a CV (must have at least 2 referees with the recent employer and work email and telephone contact), copies of academic certificates and Nationality ID card to: -

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; recruitmentss@maginternational.org by 26th June 2023, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews.

NOTE: Do not attach original certificates. MAG will not return application documents to applicants.

Women and men are both encouraged to apply. MAG is an equal opportunity employer.

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