



### About

Hold the Child is a National Nongovernmental organization that works alongside vulnerable children in disaster affected and under developed communities. We are registered the under the 2016 NGO Act. Our Mission is to strengthen the resilience and capacity of families and communities to meet their obligations to the child through community centered child survival and development initiatives. In partnership with UN agencies, International Organisation and Diplomatic community our work since 2011 reached communities across 7 out of 10 states and 3 Administrative areas with

- Access to essential services including Health & Nutrition, Education, Protection
- Youth and Women Empowerment including Vocational and Business training
- Expression & Participation (Voice) including child led radio programing, Human rights monitoring among other advocacy efforts

## Vacancy Announcements

<b>Job Title:</b>	SCOPE Site ICT Assistant
<b>Duty Station:</b>	Pibor, Twic East, Duk (Mobile)
<b>Positions:</b>	1
<b>Duration:</b>	7 months
<b>Application Deadline:</b>	10 <sup>th</sup> March 2024

### Job Summary

WFP's SCOPE data processing project will digitalize in-kind and cash assistance for WFP targeted food insecure households. Under the supervision of the field team leader and support from the Information Management Officer, the Site ICT Assistant will support Data Clerks and ensure data accuracy and timely transmission to a live SCOPE module

### Duties & Accountabilities

- Promote organization mission and values at all level and adhere to the UN code of conducts; mindful of Hold the Child policies and standard operation procedures (SOPs)
- Maintains data entry requirements by following standard SCOPE data entry techniques and procedures
- Work with team field leader to build and maintain vibrant team work during field assignments
- Ensure safety and functionality of SCOPE data processing equipment and keep an updated inventory of equipment status assigned to his/her team
- Appraise data clerks' aptitude and ensure compliance to SCOPE data processing module protocols including accuracy data privacy
- Perform data transmission (from data entry sites) and ensure updated SCOPE data accounts in collaboration with the information management officer
- Timely preparation and submission of weekly progress reports in prescribed templates to the Information Management Officer
- Adhere to Hold the Child's Code of Conduct, Safeguarding Policies (i.e. Child Safeguarding, PSEA), accountability to the affected population, other international conventions, and reporting mechanisms.

## Requirements

---

### Required

- Fluent in English in every way, and Juba Arabic (spoken) and project catchment local languages
- Diploma in information technology or and equivalent
- Data entry experience or related office experience
- Basic computer skills are a plus
- Organization skills, Attention to detail, Computer savvy and Confidentiality are preferred

## How to Apply

---

Interested candidates who meet the above conditions should forward bring their applications and CVs to [info@holdthechild.ngo](mailto:info@holdthechild.ngo) or by hand delivery of hard copies to Hold the Child respective offices near you by **10<sup>th</sup> March 2024**.

### Female application a highly encouraged

Please note that only shortlisted applicants will be contacted. Do not submit original documents

