



South Sudan

VACANCY ANNOUNCEMENT- (External/Internal)

NO.JBA-HNRA/2020/29/07-N

Job Title: Health and Nutrition Reporting Assistant -1 Post only
Location: Juba, South Sudan RI head office
Duration: 6 Months with possible extension depending on availability of Funding
Reports to: Deputy Country Director –Programs
Start Date: ASAP
Eligibility: South Sudanese National only.

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

General Responsibilities of the Health and Nutrition Data entry Clerk:

- Ensure that all health and nutrition related data from field sites have been entered in the respective programme databases, in a timely, correct and accurate fashion.
- Manage the health and nutrition programme databases (DHIS2 and DHIS2) - including updating/entering program data into the agreed framework/system;
- Support data cleaning and providing basic data summaries as required;
- Ensure that the programme data is kept up to date at all times while liaising with the Health Technical Manager, Health and Nutrition Projects Coordinators and M&E Manager in case of any errors are identified;
- Ensure health and nutrition data is entered into country level indicator performance tracking table, to monitor project indicators against targets
- Participate in assessments / surveys and routine collection of field data;

- Cross check the data with the data sources for accuracy before submitting the reports,
- Carry out data triangulation and validation
- Provide data and figures (e.g. graphs, tables etc.) for donor reports
- Train field level recorders in accurate recording of data
- Ensure field-based protection staff understand and adhere GBV best-practice principles, including strict adherence to confidentiality.
- Participate in all grant opening, mid-term and closing meetings, and ensure compliance with donor regulations during implementation of projects in close coordination with the Country GBV Coordinator and USAID/OFDA Project Manager
- Ensure protection cases are responded to in compliance with RI and protection cluster guidelines.

Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct are reported to the Program Manager. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers

Note:

- The role of the Health and Nutrition Reporting Assistant cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the midwife will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Qualification and Minimum Requirements:

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or competency required.

- Diploma in IT, Computer Sciences, Statistics, Project planning or other related field.
- Demonstrable experience of working with NIS and DHIS2 software
- Previous experience of working with and I/NGO or UN system
- A minimum of one (1) year experience in handling health and nutrition data from health and nutrition facilities
- Excellent computer skills including Microsoft Office applications especially Word, Excel, Access and PowerPoint.
- Demonstrable experience of working with statistical packages such as SPSS
- Demonstrable experience of working within data management principles, confidentiality etc.

- Experience in participating in assessments, surveys, research, censuses or other data collection or data management capacity building exercise/s is an added advantage;
- Excellent written and spoken English

General Condition:

- Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.

We would like to share Relief International's values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

HOW TO APPLY:

Due to Covid 19, all applicants are advise to apply online only to the below email address;

recruitments@ri.org indicating the vacancy number **N0.HNRA/2020/29/07-N** as the subject of your application submission

Note:

- 1) Hard copy applications submitted at the office gate will be disregarded.
- 2) Because these position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being receive

Deadline: June 12th 2019 at 5 pm.

- Female are highly encourage to apply
- And only shortlisted applicants will be contacted