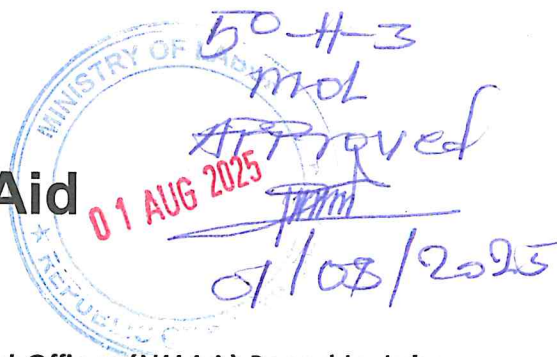




Norwegian People's Aid

South Sudan



Vacancy Announcement For Information Management Officer (NMAA) Based In Juba.

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development operation in South Sudan.

NPA has been working in South Sudan since 1986 and currently runs three programmes: Civil Society Development Programme, Humanitarian & Resilience Programme and Mine Action (Capacity Development).

NPA wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese) for the position of **Information Management Officer** based in Juba.

The employment contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance.

Purpose of the Position:

The Information Management Officer is responsible for providing technical oversight, planning and coordination of all capacity development initiatives and related project activities in close collaboration with the Senior Capacity Development Advisor.

The role includes delivering specialized information management (IM) support to the National Mine Action Authority (NMAA) of South Sudan, with a focus on implementing and monitoring the IMSMA Core system. This involves developing customized mine action workflows and digital tools that enhance evidence-based planning, reporting, and decision-making.

A key component of the role is delivering tailored training and on-the-job support in various areas of information management to strengthen the capacity of NMAA personnel.

Duties and Responsibilities:

The Information Management Officer is responsible for supporting the establishment, configuration and operationalization of the IMSMA Core system for the NMAA. The officer will work closely with national counterparts to ensure data integrity, develop customized workflows, and deliver targeted IM training to NMAA's personnel. The role also supports assessments of institutional and technical capacities, contributing to broader planning and coordination of mine action activities.

Specific duties:

- Support the National Mine Action Authority in establishing and running the IMSMA Core information management system, including:
 - Data migration, data cleanup, and data correction
 - Workflow configuration and revision
 - Set up and support of Survey123, ArcGIS Portal, Web Maps, Web Apps, and Operational Dashboards.
- Design, build, and update digital forms using Survey123 based on programmatic needs.



- Review and refine information management workflows in IMSMA Core to align with national operational procedures and standards.
- Document the IMSMA Core system setup, including configuration decisions, architecture, workflows, and maintenance procedures.
- Deliver tailored training sessions and provide mentoring to national mine action personnel on IMSMA Core, data workflows, GIS tools, and reporting mechanisms.
- Support ongoing coordination and communication between the NPA and national authorities regarding the implementation and sustainability of the IM system.
- Contribute to monitoring and reporting efforts by supporting the production of data visualizations, dashboards, and performance reports.
- Ensure that professional relations are maintained with related internal and external stakeholders.
- Lead in identifying IM processes, IM procedures, process mapping, and writing relevant guidelines.
- Follow up training plans, and present work plans and periodic progress reports related to information management throughout the year.
- Initiate IM training as per the requirements stated in the IM technical regulations.
- Closely follow up on operational activities and development to adjust the IM system and concepts accordingly.

Qualifications/Skills/Experiences:

- A University degree in computer science, IT, or relevant studies.
- Excellent knowledge of computer handling and data acquisition.
- Excellent English language skills, both written and spoken
- IMSMA Core administrator course is highly desirable.
- Minimum 3 years of work experience in relevant IM work
- Experience working with ArcGIS and related tools, such as Survey123 and Operational Dashboard.
- Ability to work efficiently under pressure and meet set deadlines.
- Working experience with SharePoint and MS Office 365 applications.
- Proven skills in information management.
- Proven skills in analytics and data visualization.

Desirable:

- Experience working with National Authorities.
- Experience in the humanitarian sector
- Experience in the humanitarian Mine Action sector would be an advantage.
- Proven skills and understanding of capacity development.

Other Qualifications:

The Information Management Officer shall have the following qualifications as a prerequisite:

- Excellent interpersonal skills and ability to cooperate and work in a multi-cultural/multi-national setting.
- Solid analytical, structured and innovative skills.
- Be adaptable, flexible, and able to work in a hostile environment and under challenging circumstances.
- Strong interpersonal and excellent organizational skills.



Personal Competencies:

- Ability to establish efficient professional working relationships with stakeholders, in particular national and regional authorities, UN and International NGOs.
- Open-minded and respectful attitude, eager to understand a given cultural context
- Dynamic and proactive

Additional Considerations:

The Information Management Officer is to abide by the policies and personal code of conduct set by the Norwegian People's Aid (NPA) and represent the organisation loyally and responsibly.

NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate based on gender, Age, ethnicity, religion or political affiliation.

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba Office.

Applications submitted after 12:00 noon on Thursday 21st August 2025, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.

Only Shortlisted candidates will be contacted.

