

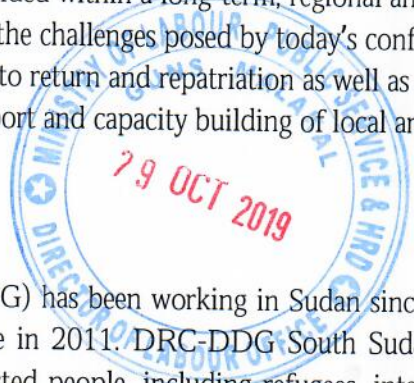


INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.



Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in Northern Bahr el Ghazal (NBeG), Unity and Upper Nile States. Currently the South Sudan Programme works in 6 field locations and expects to be a roughly \$30m+ programme in 2015, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

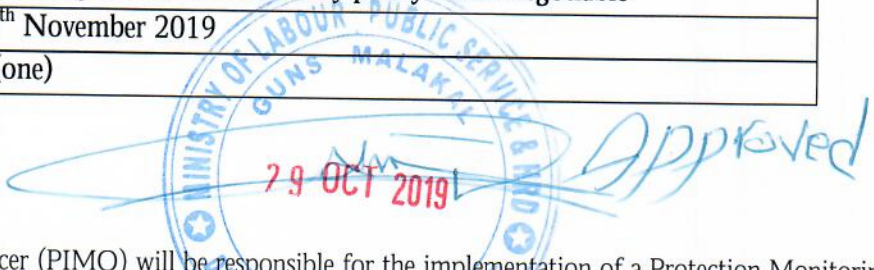
DRC-DDG Seeks to Recruit:-

Position Title:	Protection Officer (Protection Information Management Officer)
Report to:	Protection Team Leader
Duty Station:	Malakal
Contract Type	Fixed-term with possibility of extension depend on funding availability
Employment Start Date:	20th November 2019
Salary	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline	15th November 2019
Number of positions	1 (one)

Purpose of the post

Overall purpose of the role:

The Protection Information Management Officer (PIMO) will be responsible for the implementation of a Protection Monitoring system that will systematically and regularly collect, verify, process, and analyze information over an extended period of time in order to identify violations of rights and protection risks for affected populations for the purpose of informing effective responses and for quality protection outcomes. The PIMO will be in charge of processing data collected by field teams using Kobo, and supporting with tool development and revisions. The PIMO will be the focal person for the field office with regards to



information management and support the protection team with collecting quality data and information for protection monitoring. The PIMO will report directly to the Protection Manager.

Responsibilities:

Key Responsibilities:

- Support the development of a database, forms and other tools used to collect, process, analyse, store and share information for the protection of affected populations.
- Draft and develop kobo toolbox electronic XLS Forms in excel, using DRC's key informant interview, direct observation and incident reporting tools.
- Revise survey forms in kobo toolbox based on requests and needs.
- Conduct data processing and analysis of data collected on a monthly basis, using the kobo toolbox.
- Receive, document, and process daily and/or weekly reports from protection teams in the area of coverage and ensure regular data cleaning is conducted for proper analysis.
- Follow up with monitors to clarify information, triangulate with other sources (where relevant) to ensure accuracy.
- On the basis information received and processed, produce ad hoc, weekly and monthly technical/ analytical reports for the Protection Manager.
- Train protection colleagues on the use of the kobo toolbox and forms, in order to obtain useful and correct information, and adapt tools based on feedback from protection teams.
- Provide ad hoc data and information management support to the protection and CCCM teams when requested.
- Provide recommendations on how to link gaps identified following report analysis with programming
- Provide direct and remote support to protection colleagues in filling and submitting forms.
- Conducts regular field visits to provide on job support to field teams on the use and filling of forms.
- Ensure that all information that is generated from Protection Monitoring system is properly stored, using data protection principles and guidelines.
- Assist relevant staff to retrieve any information needed from the PM system to prepare reports or proposals.
- Support the development of standard operating procedures for data management and information sharing.
- Regularly maintain and check-up IT equipment used for Protection Monitoring.
- Support assessments conducted by Protection staff in various locations.
- Have regular coordination and collaboration meetings with PIMOs in other field locations
- Attend protection trainings to improve knowledge on protection and support protection colleagues with trainings on protection monitoring forms in kobo toolbox.

Experience and technical competencies

- Previous experience in Data Management database, forms and other tools used to collect, process, analyse, store and share information for the protection of affected populations.
- Previous experience in protection activities/data collection (3 years)
- Basic knowledge and understanding of human rights and protection principles.
- Strong relationship building/ interpersonal skill;
- Positive attitude; energetic and interested.
- *Female applicants are highly encouraged to apply.*

Line Management

The SGBV will report to and operate under the guidance of the DRC Protection Manager

Qualifications and Experience:

Degree in Social Science & its equivalent in a relevant field
Fluency in English, Arabic and local languages is required.

How to apply

Submit your hard copy applications to the Human Resources department at DRC Office HH or Juba **COUNTRY OFFICE, SOUTH SUDAN** Addis Ababa Road, Hai-Supiri Juba, South Sudan for those who do not have access to Humanitarian Hub, should drop their applications in DRC/DDG Officer Malakal town, title of the position/vacancy number MUST be clearly mark in the application and on envelop.

Further information

Please note, as these positions are urgent, applicants may be shortlisted and interviewed prior to the closing date. We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.southsudannngoforum.org/boards/index.php?board> for other suitable opportunities

