



STANDARD ACTION LIAISON FORCE
Block 3K, Plot 492 Juba Nabari Residential Area, Bilpam Road Juba, South Sudan



Vacancy - Data Officer

Data Officer (1 post)

Duty station: Juba, South Sudan

Status: Full time

Duration: as per contract

Start-date: Immediately

Report to: Program Coordinator, Juba Office

SALF Overview

Standard Action Liaison Force ("SALF" or the "organization") is working to strengthen, expand and defend democracy, in pursuit of the public shared desires and aspirations toward realization of peace, security and freedom and the rule of law, tranquillity and economic prosperity.

A Data Officer Job Purpose:

A Data Officer will manage data collection, oversee data entry and analysis, and ensure the storage of data across the organization. He/She is task for analyzing and deriving insights from data to inform organization work, strategy, and monitoring and evaluation. The Data Officer will also lead the implementation and maintenance of best practices in security systems f

Part of the officer's work is information security analysts design and implement security systems to protect the organization's computer networks from cyber-attacks and the officer help set and maintain organization security standards.

A Data Officer will be responsible to collected, stored and analyzed data.. He/She brings technical expertise to ensure the quality and accuracy of that data, then process, design and present it in ways to help the organization and partners make better decisions.

Key Roles & Responsibilities

- a. Serves as the head data officer;
- b. Receives, stores, and inputs data into the database, as permitted under the organization's internal security and safety protocols;
- c. Processes and tags data in the database;
- d. Engages in data quality control;
- e. Performs data verification and provides follow up instructions to organization staff, where data is insufficient or contradictory, on areas of improvement for data collection and entry/process;
- f. Analyzes data;
- g. Drafts reports based on the data evaluations to present findings, as requested by the Program Coordinator and the organization management;
- h. Provides training for staff on data entry and database
- i. Recommends to the Program Coordinator, based on data analysis, priority areas program implementation





STANDARD ACTION LIAISON FORCE
Block 3K, Plot 492 Juba Nabari Residential Area, Bilpam Road Juba, South Sudan

- j. Performs any other duties as may be assigned by the Program Coordinator

Minimum Qualifications/Experience

Leadership and Management Requirements:

- Bachelor's Degree from an accredited university or college in Information Technology or related field.
- MBA in information systems preferred.
- 2 to 5 years' experience in a data management role.
- Management experience.
- Strong leadership and communication skills.
- Project management skills.
- Analytically minded.
- Professionalism and ethical behavior

Data Analysis Requirements:

- Work experience as a data analyst and reporting or in related field.
- Ability to work with stakeholders and partners to assess potential risks.
- Ability to analyze existing tools and databases and provide software solution recommendations.
- Ability to translate data entry requirements into non-technical, lay terms.
- Experience in methodologies and processes for managing large scale databases.
- Demonstrated experience in handling medium and large data sets and relational databases.
- Understanding of metadata standards.
- High-level written and verbal communication skills.



APPLICATION PROCESS, HOW TO APPLY AND REQUIREMENTS

Applications for this vacancy should include i) a motivation letter explaining your interest in the post and ii) how you meet the required competencies and include:

- I. Name, address and contact details
- II. Current mobile number and e-mail address
- III. Summarized Curriculum vitae
- IV. Application letter and brief summaries of experience or qualifications
- V. Three referees, their addresses, e-mail, telephone contacts
- VI. Photocopies of academic certificates and other professional accreditations
- VII. Photocopies of National Certificate, National ID or Passport

Apply to SALF Office Block 3K; Plot # 725 A, 2nd Juba Na Bari Residential Area, closer to Regency Juba, South Sudan, by E-mail to titioler@protonmail.com and salf2000@hotmail.com. Not later than 15th July 2021 at 5:00 PM For any queries about office location please reach to us via these cellphone #s: +211 928534788 Or +211 916741678

Address your application letter: Human Resource Officer, SALF Juba Office

Applications from qualified women candidates are encouraged.

The position is open for only South Sudanese nationals

Only short listed candidates will be contacted

F is working to strengthen, expand and defend democracy, in pursuit of the public shared desires and aspirations toward realization of peace, security and freedom and the rule of law, tranquillity and economic prosperity.

