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Approved by
UOI 28/9/2021
[Signature]

Job Advertisement

Job Description –Information Management Officer (IMO), 'Rooted in Trust 2.0 project (South Sudan)



Job Title: Information Management Officer (IMO)
Location: Juba, South Sudan
Classification: Term – 11 months
Department: Humanitarian; Rooted in Trust 2.0 South Sudan project
Supervisor: Data Analysis Coordinator
Start Date: September 28, 2021
Closing Date: October 18, 2021

ABOUT THE PROJECT

The Rooted in Trust project works to combat COVID-19 rumors and misinformation in Afghanistan, Lebanon, Iraq, Zimbabwe, Colombia, Brazil, Mali, DRC, Sudan and South Sudan. We work to create impact at the local level and inform approaches to rumor management at the global level. The project is supported by a Global Technical Advisory team made up of media, humanitarian, data science and information management experts.

In Phase 1 of the project, we collected more than 19 thousand rumors in 14 languages and supported more than 30 local trusted information providers. In this critical phase of the pandemic, we will build on these efforts to listen and respond to the information challenges faced by vulnerable groups in humanitarian contexts, encouraging open dialogue between citizens and scientists and stronger and more collaborative partnerships between information providers (such as local media) and humanitarian and health sources.

ABOUT THE OPPORTUNITY

The Information Management Officer (IMO) is responsible for ensuring optimal practices in data collection, storage, and security within the South Sudan RiT 2.0 project. The IMO will work closely with the Data Analyst and project partners to collect, understand and respond to rumor data. The IMO will be responsible for helping to train and mentor the partners in Internews' Social Listening methodologies including data collection as well as overseeing data quality, cleaning and storage practices and supporting the Data Analyst to visualize data trends. The IMO will support Internews South Sudan Learning and Knowledge Manager and the project lead in monitoring and evaluation activities in development of project reports, to assess impact, reach and quality of the ongoing project.



LOGISTICS

The position will be filled locally, and the candidate will be based at Internews Office, Juba South Sudan. However, the successful candidate may work from home when requested, in response to different circumstances or based on guidance from Internews South Sudan office when the situation dictates.



OUR COMMITMENT TO FOSTERING A CULTURE OF BELONGING

We are an organization of dynamic, mission-driven individuals who are passionate about our core values and about supporting positive changes in the world. We pride ourselves on our commitment to innovation and flexibility. We believe that diverse teams are strong teams and work to support an ethic of belonging, dignity, and justice for all people. Our current team includes a mix of genders, parents and non-parents, and people of multiple races, nationalities, ages, sexual orientations and socio-economic backgrounds. We are an EEO employer and encourage candidates of all races, genders, ages, orientations, ethnicities, and national origins to apply, and welcome those with alternative backgrounds and experiences.

SCOPE OF WORK: DAY-TO-DAY TASKS will include

- Work with global RiT 2.0 Information management advisor to implement data management practices for the Project including appropriate storage and archiving practices
- Provide training to relevant partners to improve qualitative data collection and to implement Internews' Social Listening methodology
- Collate and clean up data from different data streams (face-to-face, listening groups, social media, local media, etc.) to enable data analysis in a continuous and consistent way;
- Ensure timely, consistent and accurate documentation of data to help turn qualitative data into useful content for vulnerable populations;
- Provide regular updates to the Data Analyst on relevant topics and trends and support the editorial processes to turn data trends into engaging content for target audiences;
- Support the Data Analyst to create appealing visualizations to communicate data findings;
- Support the project teams and relevant partners to ensure implementation of data security measures & data sharing protocols
- Support the project lead and Learning and Knowledge Manager (Internews South Sudan) in monitoring and evaluation activities in development of MERL plan & compiling project reports
- Support Monitoring and Evaluation activities to assess impact, reach and quality of the ongoing project;
- Support the project lead with other tasks as and when needed; and
- In all duties, an understanding of and demonstrated commitment to upholding Internews' Core Values.

QUALIFICATIONS WE'RE LOOKING FOR

- Degree in Information Management, Computer Science, Geographic Information Systems, Statistics, or a related field
- Strong experience in information management and/or monitoring and evaluation in development/humanitarian contexts
- Familiarity with the South Sudan context; strong understanding of the local context; and experience working in humanitarian and/or health emergencies
- An understanding of basic data quality and cleaning processes





- Strong data management skills, including thorough understanding of qualitative and quantitative data
- Strong Excel skills
- Experience designing and visualizing qualitative data in reports
- Self-motivated, curiosity to learn and able to work in a fast-paced environment
- Strong understanding of, and commitment towards, editorial values of the project
- Must be self-reliant, resourceful, a good problem-solver, good humored and flexible
- Strong interpersonal communication, organizational, teamwork, facilitation, and presentation skills
- Strong writing skills and proven ability to produce high-quality work under tight deadlines
- Monitoring, evaluation and learning experience a plus;
- Understanding of and demonstrated commitment to upholding Internews' Core Values;
- Fluent in English. Arabic or other local languages an advantage
- Awareness of, and familiarity with, the issues and dynamics of the COVID-19 response in South Sudan and/or other health crises in humanitarian contexts a strong asset, but not required

This position will be filled in locally. This role may also work remotely online when requested, in response to different circumstances. Interested applicants are expected and encouraged to apply online through the Internews website on <https://internews.org/careers/>. South Sudanese Nationals highly encouraged to apply.

This position is being offered and hired by Internews Network. Benefits will be consistent with Internews Network's offerings and will be reviewed during the hiring process. Additional information can be found on our [About Working for Internews](#) page.

