

Vacancy Announcement

Job Title:	Child Protection Data Officer
Band / Level / Grade:	8B
Department:	Child Protection
Location:	Bentiu
Overtime Eligible: (per local law)	Exempt
Opening Date	August 27 th 2024
Closing Date	September 9 th 2024



INTERNATIONAL
RESCUE
COMMITTEE



BACKGROUND:

- The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field offices including in Juba with program portfolio covering health, nutrition, Environmental Health (EH), child protection, economic recovery and development (ERD)/livelihoods, women's protection, and empowerment, Education, and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable.

JOB OVERVIEW/SUMMARY/ SCOPE:

Summary of Responsibilities

- The purpose of the Child Protection Information Management System (CPIMS) Assistant Data officer position is to ensure quality information management data and information is entered, maintained, analyzed and disseminated for effective reporting and documentation of program activities as per the Child protection requirements. She/he will be technically assisted by the Child Protection Deputy Manager and Child Protection Officer.

Major Responsibilities.

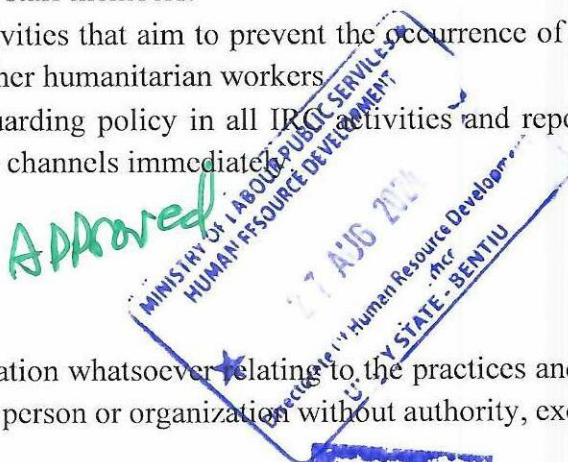
- Manage the CPIMS databases.
- Enter all data accurately and in a timely manner per instructions of the child protection manager.
- Maintains accurate and up-to-date data.
- Assure protection of the systems and data by performing at least one system back up every week
- Ensure that confidentiality of data collected and stored are maintained
- Ensure that data entry work is implemented as planned and in line with IRC policies and procedures and meet the expected standards.
- Produce high quality, analytical reports on child protection and supply to IRC's management on regular basis.
- Render required support to child protection programs when the need is aroused.

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- Update children data on a regular basis
- Work closely with Child Protection staff on the design of systems and procedures for family tracing, reunification and follow up that place the best interests of the child as the guiding principle, and mentor them in on-going documentation and the organization of paper information to ensure documentation meets required standards.
- Take active in the filling and documentation of child protection related documents in a confidential manner.
- Review and screen all data from the field before sharing it with senior staffs.
- Produce weekly, disaggregated statistics and qualitative updates of progress
- Produce a weekly caseload summary and back-end report to be shared to the UASC Working Group lead organization Save the Children and UNICEF.
- Ensure that best practice is followed in managing information with respect for Do No Harm principles and confidentiality
- Serve as a focal point for data management, including adherence to SOPs and ISDPP
- Responsible for collating and managing all case management including UASC data
- Engage on other duties as assigned

Compliance:

- Ensure that all activities respect the principle of confidentiality and that all incidents reported to IRC are handled with due regard to protection principles.
- Ensure adherence to IRC-South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Incorporate and comply with any new procedures and guidelines designated in circulars from Country Director
- Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the supervisor, the Country Director, or through the anonymous reporting mechanism. 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 IRC and other humanitarian workers
- Ensure compliance of IRC's Child Safeguarding policy in all IRC activities and report any violations observed or reported through the necessary channels immediately



Confidentiality:

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty

Key Working Relationships:

Position Reports to: Deputy Child Protection Manager

Position directly supervises: None



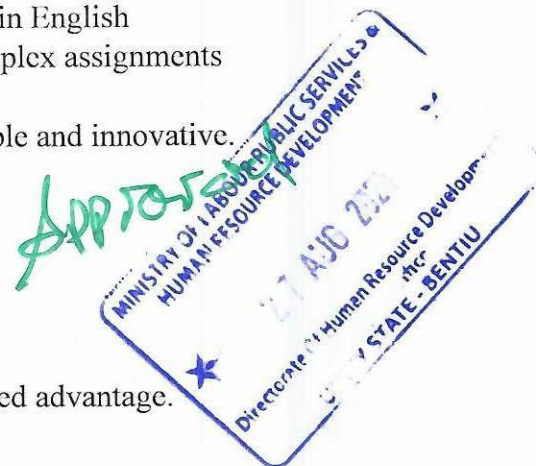
Other Internal and/or external contacts: Child Protection Officer, Child Protection Caseworkers, Community Child protection Volunteers, Child Protection Focal Points from Community Child Protection Committees and Child Protection Help Desk Focal Points.

REQUIREMENTS

- Minimum Education: Diploma in information management system, Computer Science, Social Work, Sociology, human rights, Psychology or related field
- Minimum of 2 year experience of implementation as Assistant Data Officer for Child Protection/GBV programs, CPIMS experience in humanitarian settings.
- Good computer knowledge (CPIMS/CPIMS + Database, Office Word, Excel, outlook)
- Proficiency in computer software such as Windows, Word, Excel, and Access.
- Demonstrated knowledge of child protection, MHPSS or social work minimum standards.
- Be able to work under minimum supervision to achieve the set objectives.
- Demonstrated experience working with vulnerable children or unaccompanied and separated children preferred.
- Ability and flexibility to understand the cultural and political environment and cooperate with local authorities and other humanitarian actors
- Experience working in a multidisciplinary team is an advantage.
- Excellent communication skills, and writing of concise reports in English
- Strong interpersonal skills, strong initiative, able to handle complex assignments
- Works collaboratively with team members to achieve results.
- Ability to work in isolated areas with minimum comfort. Flexible and innovative.
- Fluency in English is required

Language Skills:

- Good standard of spoken and written English
- Excellent communication in the native language will be an added advantage.



STANDARDS OF PROFESSIONAL CONDUCT:

- The IRC and IRC workers must adhere to the values and principles outlined in IRC Way Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Safeguarding policy:

- The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the



program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

Narrowing the Gender Gap:

- The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols

Equal Opportunity Employer:

- IRC is an Equal Opportunity Employer. IRC considers all applicants because of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws

‘WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY’.

HOW TO APPLY:

Interested applicants should submit a **CV with 3 references** and a copy of their **South Sudan national ID**, to **IRC Bentiu field office** or, by email to **SS-HR@rescue.org** **Not later than 5:00 PM of Monday September 9th, 2024.**

NOTE: Only short-listed candidates will be contacted and attach photocopies of your academic documents only while original academic documents will be asked at the interview panel and all the photocopies will remain the property of IRC.

PLEASE, LABEL YOUR APPLICATION CLEARLY: CHILD PROTECTION OFFICER.



Approved
by State Labors Office

MINISTRY OF LABOUR, PUBLIC SERVICES & HUMAN RESOURCE DEVELOPMENT
27 AUG 2024
Directorate of Human Resource Development
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