



## Vacancy Announcement

**Job Title:** County Data Officers (5)  
**Band / Level / Grade:** 8B  
**Department:** MEAL  
**Location:** Malualkon Field Office Northern Bahr Ghazal  
**Status :(local Position)** Non-Relocatable



**BACKGROUND:** The International Rescue Committee, one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9 July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile, and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr el Ghazal, Lakes, Unity, and Central Equatoria States.

**JOB OVERVIEW:** Ensure **high-quality, timely, and complete data** across all LLIN mass distribution phase, registration, net tally and movement, distribution day, supervision, and clean-up—so leadership (MoH/NMCP, PR, SR) can monitor coverage, stock movements, and campaign performance, take corrective actions, and produce consolidated reports

### MAJOR RESPONSIBILITIES:

#### Key Responsibilities

##### Planning & Tooling

- Adapt and disseminate standardized data collection tools (registration forms, voucher logs, LLIN tally sheets, site distribution summaries, supervision checklists) to Payam Supervisors/Site Managers/Registrars; provide clear completion guidelines.
- Create simple data dictionaries aligned to MoH/NMCP methodology (household definition, net allocation rules, voucher processes).

##### Training & Support

- Support the MOH in delivering targeted data modules trainings (facilitators; Payam Supervisors/Site Managers/Registrars; Communicators), including mock registration and distribution role-plays using the actual tools.
- Provide onsite coaching on data completeness, legibility, unique identifiers, voucher matching, and daily returns.

##### Registration Data Management

- Oversee household registration data flow (village → Boma/Site Manager → Payam Supervisor → SR), ensuring timely batch submissions within the 5-day registration window.
- Run quality checks: duplicate HHs, household size plausibility, LLIN entitlement logic (1 net/2 persons; cap 5 per HH), missing fields, voucher serials.
- Generate pre-distribution net tally reports per site to inform LLIN movement plans.

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## LLIN Movement & Stock Reconciliation

- Maintain site-level stock cards: opening balance, receipts from regional warehouse, issues to beneficiaries, returns/unused, and damages.
- Reconcile registration-based tally vs actual stock dispatched/issued, flag variances early to SR logistics and Payam Supervisors.

## Distribution Day Data Operations

- Set up data stations for voucher verification, LLIN issuance recording, and packaging waste control logging (for process integrity).
- Produce daily distribution dashboards (site, Payam, County) on beneficiaries served, LLINs issued, queue metrics, and exceptions (lost vouchers, special cases).

## Supervision & SBCC Monitoring

- Use standardized supervision checklists (training, distribution, HH visits, program supervision) to capture findings; consolidate into action trackers with responsible parties and timelines.
- Incorporate SBCC monitoring data (message exposure, net hanging/usage prompts) to inform corrective messaging post-distribution.

## Cleanup & Reporting

- Support to reconcile outstanding forms and unused LLINs at cleanup.
- Compile the state/county campaign report sections on data quality, coverage, supervision findings, and recommendations for future cycles.

## Key Performance Indicators (KPIs)

- **Timeliness:** ≥95% of sites submit daily data by 18:00 during registration/distribution days.
- **Completeness:** ≥98% of mandatory fields populated in registration and distribution forms.
- **Accuracy:** ≤2% discrepancy between registration entitlements and LLINs issued per site.
- **Stock Integrity:** ≤1% unexplained variance in LLIN stock reconciliation by site.
- **Supervision Closure:** ≥90% of supervision findings closed within 7 days.

## Required Qualifications & Experience

- Bachelor's degree in Statistics, Data Science, or related field.
- 2–3 years of field data management/M&E experience in campaigns or health programs (mass distribution, immunization, or similar).
- Demonstrated competence with **Excel**, mobile data tools (ODK/KoBo, CommCare), and dashboarding (Power BI/Excel).



- Experience working with **government counterparts** (MoH/NMCP) and NGO partners (PR/SR) in South Sudan or similar contexts.
- Strong facilitation skills for training registrars/communicators and supervising data flows.

### Core Competencies

- Detail orientation and **data quality assurance** mindset.
- Clear communication across multiple levels (County, Payam, Boma, Village).
- Problem-solving under field constraints (access, network, language).
- Teamwork and respectful engagement with local authorities and campaign actors.



### Working Relationships

- **Internal:** State Manager, County Supervisors, Enumerators, Storekeepers  
**External:** CHDs, transporters, warehouse owners, community leaders, security personnel, insurance providers
- **Daily:** Payam Supervisors & Site Managers (data submissions, troubleshooting)

### The IRC Core Values and Commitments:

**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 and PSEA policy:** The IRC has a zero-tolerance policy for safeguarding/PSEA violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding/PSEA at the IRC is an integral to 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, Gender, color, national origin, religion, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws.

### How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to People & Culture Maluakon IRC Field Office or IRC Country Office-Located in APTECH Africa Office Building 3<sup>rd</sup> Floor, Plot 63 Block AXIII Hai Malakal, Juba, South Sudan or you can e-mail applications to [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org) not later than **19<sup>th</sup> January 2025 @ 4:30pm**.

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**NOTE:** Only shortlisted candidates will be contacted and attached photocopies only while originals will be asked at the interview panel and all the photocopies will remain the property of IRC.

**CLEARLY LABEL YOUR APPLICATION, County Logistics Officer**  
**- Northern Bahr Ghazal State, SOUTH SUDAN**

***"WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY".***

