SCOPE OF WORK
RESILIENCE THROUGH AGRICULTURE IN SOUTH SUDAN
(RASS)

Position Title:	Data Management Officer
Work Location:	Juba Headquarters
Travel Expected:	Up to 60% may be dedicated to travel to areas of intervention
Contract Name:	Resilience through Agriculture in South Sudan Activity (RASS)
Status:	Full-time, Long-Term Technical Assistance (LTTA)
Period of Performance:	1 Year (contingent on performance and funding)
Direct Supervisor:	MEL Specialist

ABOUT RASS

The Resilience through Agriculture in South Sudan (RASS) is a four-year United States Agency for International Development's (USAID)-funded Activity aimed at improving food security and community household recovery and resilience in up to 17 counties in Western Bahr El Ghazal, Unity, Upper Nile, Jonglei, Eastern Equatoria, Lakes, and Western Equatoria States. To achieve this ambitious goal, RASS employs a "resilience pathways" approach to improve the effectiveness of local systems; and strengthen the capacities of community groups to achieve gender-responsive and diversified market-sensitive agriculture production; facilitate increased production of diverse nutritious foods by strengthening productivity, reducing food loss, improving nutrition behaviours; and strengthen and expand household and community opportunities for sustainable, locally driven livelihoods. The work aims at improving food security and community household recovery and resilience in the counties, targeting at least 22,500 program participants. This work aims at transitioning communities from humanitarian assistance to inclusive development assistance (DA) and economic growth.

CONTEXT AND GENERAL TECHNICAL REQUIREMENTS:

RASS Activity portfolio comprises a diverse set of activities and approaches that require a nuanced understanding to effectively design or adapt the appropriate data collection, evidence gathering, and learning tool development to meet its objectives.

The RASS activity Data Management Officer will form an integral part of the RASS CLA/MEL team, providing technical guidance and management of data for MEL activities across the objectives. The RASS MEL approach is driven by a collaborating, learning, and adapting (CLA) approach based on deep collaboration with other projects, experts, and donors working with market systems development (MSD) and private sector engagement (PSE), routine collection of quality performance data – informed by the RASS Activity Quality Assurance Surveillance Plan – informative analysis and learning dissemination. This model emphasizes continual measurement of mechanism and activity level outcomes and subsequent adaptation to challenges and successes. DAI may also use Microsoft Excel and Airtable for data collection and analysis and visualize development models using Microsoft Power BI. The officer provides technical advice on data collection using the participant yield and sales logbook and other data collection tools, analysis, and use, reflecting best practices designed to improve data quality and use, monitor RASS data systems and is responsible for data collection and analysis and provides guidance and leadership in the strategic use of data for informed decision making. RASS will manage its MEL portfolio using a customizable cloud-based platform and database called DAI Collect, built on the open-source tool Kobo Toolbox. DAI may also use Microsoft Excel and Airtable for data collection and analysis and visualize development models using Microsoft Power BI.

DAI

POSITION DESCRIPTION AND RESPONSIBILITIES

DAI is looking for qualified individuals to fill the role of Data Management Officer to support the work of the activity across the 17 counties in 7 states of South Sudan. The Data Management Officer will manage the RASS beneficiary databases, the Indicator Tracker, the Activity Management Tool (AMT) and DAI collect (KoBo) datasets ensuring linkage to PowerBI to be able to generate timely infographics and required analysis. The data management officer ensures RASS data quality standard is in line with USAID 5 DQA standards (Validity, Integrity, Precision, Reliability & Timeliness). S/he will produce, obtain, and analyse geo-referenced data to produce maps with geographic information system (ArcGIS) field maps tools and update the Agency's Development Information Solutions system (DIS).

S/he facilitate the development of M&E data collection tools in line with the MEL guide for DAI and partner staff, conducting training to DAI and partner staff on data collection tools and processes, creating and maintaining the M&E data management system, supervising data collection, aggregating, and reporting data, as well as ensuring data quality throughout the life of the activity. S/he will work under the supervision of the MEL Specialist ensuring that all necessary data management and visualization software and data collection instruments are collecting, storing, managing, analysing, verification and reporting M&E data on output, outcome, and impact indicators, including data visualization (including Geographic Information Systems), and collaboration among RASS's implementing partners.

The following comprise main responsibilities of the Data Management Officer:

A. GIS & Data Management

- Manage and update the RASS activity master database including the Project Indicator Tracker, Activity Management Tool (AMT) and beneficiary databases.
- Support the field team to ensure data is collected, collated, analysed, and reported using the RASS program participant yield and sales logbook and other tools.
- Manage the RASS component in the USAID ArcGIS powered by USAID MELS and support County teams in ensuring GIS information of RASS Activity locations are timely and accurately captured and reported.
- Timely provide quality verified data for all RASS internal and external reports.
- Maintain and update a project information management system with DAI and partner activity data and update internal and external data management systems, like DAI TAMIS and USAID's DIS.
- Provides technical leadership to all areas of data management, including ensuring appropriate data collection (manual and automated), inventorying, and cataloguing in the data platform, for all related datasets.
- Support tool development and data management for Third Party Monitoring (TPM) activities, utilizing mobile data collection.
- Support the MEL Specialist on the Management of RASS database.
- Provide GIS and knowledge management training to the RASS and its implementing partners. The training sessions will increase capacities to capture and present relevant geographic data, conduct analysis, and collaborate on making better use of spatial data.
- Maintain GIS computer systems, tablets and databases and perform map reproduction activities according to established techniques.
- Support the MEL Specialist in developing standard tools and guidelines for data collection and processing and provide training for all staff and partners on data collection and reporting tools, forms, templates, and specific types of documentation necessary for verification and ensure standardization of tools across all objectives & partners.
- Initiate, deploy, and promote efficient means to collect, organize, clean, store, analyse, and share disparate, complex datasets, with attention to security and confidentiality, and with sensitivity to the country context. This includes use of DAI Collect (Kobo) and any other relevant data collection tool.
- Conducts rigorous analysis of data from a variety of sources to locate implementation obstacles and opportunities, and to employ cutting-edge approaches and tools to generate visualizations.
- Facilitates the establishment and institutionalization of data use processes, with a focus on reducing the time in the information-to-decision cycle.

- Train and mentor RASS colleagues in data analysis and visualization.
- Support the MEL Specialist during surveys and assessments, on-site data verification (OSDV) exercise and spot checks in activity locations and with program participants.

B. Performance Management

- Facilitate the conduct of Internal Data Quality Assessment (DQA) in line with USAID guidelines in preparation for USAID DQA.
- Work with the MEL team to prepare them for external DQAs to be conducted by USAID MELS, or under the auspices of the USAID Mission ensuring RASS data quality standard is in-line with USAID standard using the 5 DQA checklist (Validity, Integrity, Precision, Reliability & Timeliness) and ensuring all files, databases and support documents are well arranges and available for DQA.
- Lead the development and implementation of strategies to improve RASS data quality and data sharing, while establishing a culture of data-informed resource allocation within the RASS
- Produce Monthly, Quarterly, and Annual activity Performance Dashboard in line with RASS performance indicators.
- Ensure Master Program Participant database is regularly updated, is consistent and in line with the Program Participant analysis table.
- Advise the CLA/MEL Director, Chief of Party, and others on importance to data quality, use, and transformation efforts, and providing oversight of IP DQA activities.
- Ensures that performance monitoring systems are in place, and that periodic, reliable measures and indicators of RASS activity impact are established; collects and monitors RASS activity related performance data on an ongoing basis.
- Consolidate RASS project data and reports, ensure all activity data are verified, analysed and Submit Monthly Factsheet and Project Performance Dashboard using PowerBI with infographics, share periodic reports and store information/datasets in a secured server ensuring and in line with data protection policies.

A Note: This job description is not exhausted, and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to always maintain confidentiality of all beneficiaries and internal information. Only candidates who passes the first stage of the interview process can proceed to the next stage.

Applications close on February 26th, 2024, however suitable candidates may be selected before that date.

Reporting: The Data Management Officer will report to the MEL Specialist.

Required Qualifications

- A degree in Statistics, Agriculture, Geographic Information Systems, Computer Science, or a related field.
- A minimum of 3 years of experience in quantitative and qualitative data collection.
- A minimum of 3 years of M&E or data management
- Experience conducting household surveys, FGDs, KIIs, HDDS
- Experience in the use of computers and software packages, handling management systems.
- Experience using ArcGIS, QGIS, and Microsoft Excel, Word, and PowerPoint is required.
- Proven ability to use, manipulate, and refine spatial and other types of data from a wide array of sources, including experience compiling metadata.
- Advanced data analysis skills in Excel, STATA, SPSS and Data visualization skills using PowerBI.
- Experience using and programming forms using mobile data collection applications (Kobo Toolbox or similar) and strong skills in HTML, CSS, MySQL, XHTML.
- Solid knowledge and experience with web application frameworks and scripting languages (PHP, JavaScript, ASP) and WordPress.
- Solid knowledge and experience with data management and data collection across sources (manual and through API).
- Experience with development and use of maps, charts and tables for the display of data.
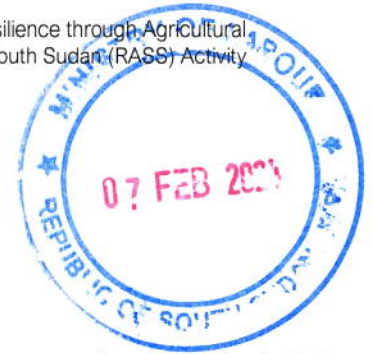
- Good understanding of cross-platform and cross-browser issues.
- Experience working with USAID is preferred.
- Reliability and ability to work independently and in a team environment.
- Strong written and oral communications skills in English is mandatory.

REQUIRED ATTRITBUTES OF ALL RASS TEAM MEMBERS

- **Be Flexible and Adaptive** – given the pace and frequency at which conditions may change in South Sudan, team members are expected to be agile with position requirements, adapting to changing circumstances for successfully meeting the objectives of the contract.
- **Be Collaborative and Inclusive** –individual team members are expected to model openness to new and competing ideas, seek feedback from colleagues, demonstrate and internalize respect for diverse opinions, and proactively create safe spaces for participation in decision-making processes to ensure the views of different groups, gender, and levels of understanding and experience within systems where RASS operates are considered and incorporated into activity programming, security, and development of RASS policies and procedures.

Application Process

- To apply, please send your complete and updated CV/resume including full names, contact details (functioning email and phones) and a Motivation Letter as one single document to rass_recruitment@rassactivity.org. Your attachment must be less than 1 megabyte in size. **Please DO NOT** submit any other recruitment documents at this time. In the subject line, please include the **Title** of the position for which you are applying, as advertised at the top of this announcement. Please apply electronically, DAI will not be accepting paper copies at this time. Only shortlisted candidates who meet all the minimum qualifications will be contacted. **DAI will carry out reference checks and document verification for successful candidates**. The deadline for submissions is February 26, 2024, at 05:00PM (17:00) Kindly be reminded that DAI does NOT tolerate canvassing and will not answer questions via phone calls.

*The is a position that is ONLY open to South Sudanese professionals.

Note: Female candidates are highly encouraged to apply

Only candidates who passes the first stage of the interview process can proceed to the next stage.