

**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN  
VACANCY ANNOUNCEMENT**

<b>POSITION</b>	<b>Protection Reporting &amp; Information Coordinator</b>
<b>Number of Position</b>	<b>One (1)</b>
<b>Reports to</b>	<b>Protection &amp; ICLA Manager</b>
<b>Supervision of</b>	<b>N/A</b>
<b>Duty Station</b>	<b>Juba</b>
<b>Travel</b>	<b>50% To Project field location</b>
<b>Project Number</b>	<b>BHA SSFM 2124</b>
<b>Duration</b>	<b>10 Months with possibility of extension</b>

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values. To be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

**1. Role and responsibilities**

Under the direct supervision of the Protection/ICLA Project Manager, the Protection Reporting and Information Management Coordinator will lead protection monitoring reporting and protection related data management. He/she will be responsible for ensuring availability and quality of qualitative and quantitative data related to protection activities. He/she will manage and supervise the quality of data and information shared by protection teams, and facilitate the collection of data and information from Protection Team Leaders and Officers on a periodic and ad hoc basis, and will be responsible for consolidating the protection related data and information on national level. He/she will ensure that adequate systems for collecting protection data and information are in place, well understood and fully utilized. Primarily he/she will be responsible to ensure that Protection data is available when needed, assure that data accurately reflect protection activities. The Protection Reporting and Information Management Coordinator will submit synthesis of reports that are presented in an easy-to-read format.

**Generic Responsibilities:**

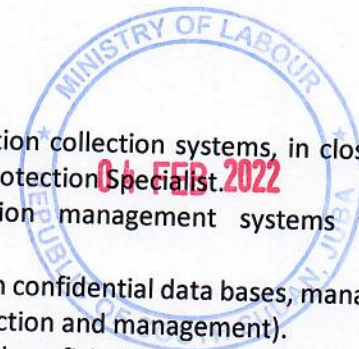
1. Adherence to NRC policies, guidance and procedures
2. Provide regular progress reports to PM
3. Promote and share ideas for improvement and necessary changes in the activities
4. Ensure capacity building of project staff and transfer key skills
5. Liaise and collaborate with relevant local authorities and other key stakeholders
6. Promote the rights of IDPs/returnees in line with the advocacy strategy

**Specific responsibilities**

- Develop, establish, maintain and continuously improve Protection reporting and information management processes.







- Create and maintain adequate Protection data and information collection systems, in close coordination with the Protection/ICLA PM, Protection Team Leaders and Protection Specialist.
- Create and maintain relevant databases and information management systems for Protection activities/interventions.
- Ensure safe protection data management (create and maintain confidential data bases, manage hard copies where applicable and train Protection staff on safe data protection and management).
- Ensure high standard of data protection and confidentiality of beneficiaries and of the staff involved in data collection.
- Coordinate with field based Protection teams on standardizing both internal and external reporting under the guidance of Protection/ICLA Project Manager, and in collaboration with the Monitoring Teams and Protection Team Leaders.
- Serve as the primary person responsible for ensuring the availability of protection trends analyses which includes quantitative and qualitative data on an ongoing basis, and *ad hoc* basis as required.
- Analyze the collected data and identify critical protection trends in areas of operation
- Contribute to relevant protection reports and evidence-based advocacy notes (Protection Monitoring reports, targeted advocacy notes etc.)
- Manage protection related feedback and complaints in coordination with the Monitoring and Evaluation team and ICLA/Protection Project Manager.
- Participate in relevant Protection-related coordination mechanisms and forums as appropriate.
- Lead and coordinate cluster-level and program level 5Ws reporting for Protection
- Provide training to Protection staff on how to access and use Protection-related databases and information management tools as required.
- Follow up with Protection Team Leaders and Officers as necessary and build their capacity in presenting and providing analysis for information when possible.
- Ensure the quality of data, in terms of both its accuracy and its breadth by ensuring reporting procedures and criteria are clear and followed by field teams.
- Feed in developing Protection related fact sheets, summaries and dashboards for wide and external communication.
- Perform other duties, as needed or requested by the supervisor.

### Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- ICLA/Protection Project Manager; Communications and Relations Coordinator
- ICLA Specialist, Protection Specialist, Conflict Analyst and Cluster coordinators.
- Field based protection staff
- Area and country level Monitoring and Evaluation staff and teams
- Health Safety and Security teams

## **2. Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

### Professional competencies

- A university degree in a relevant field (such as computer, statistic data management, social science, humanitarian, development, or a related subject area).
- Minimum of 3 years' experience in information management exercise such as, context analysis, protection monitoring or monitoring and evaluation.



- Experience working in protection program will be an added advantage
- Proficiency and experience with mobile data collection such as Kobo, Commcare, ODK Collect is vital as well as proficiency with Microsoft Excel, Access, or other similar software.
- Demonstrated analytical, systematic-thinking, and problem-solving skills.
- Solution oriented, committed, and good communication skill to work smoothly with colleagues from various culture and backgrounds.
- Strong understanding of accountability and proven ability to build client feedback systems.
- Computer proficient, with experience using Microsoft Word, Excel and Power Point including online communication platform such as Zoom, Google Chat or Microsoft team.
- High level English language proficiency (speaking, reading, writing)
- Analytic and computer skills, including MS Office (Word, Excel, Outlook, PowerPoint, Access)
- Knowledge of PowerBi, or GIS software tools are additional assets.
- Organized, flexible, and adaptable to changing priorities and ability to work well under deadlines with minimum supervision
- Ability to multi-task, and to flexibility change tasks quickly to respond to urgent needs.
- Ability to work independently, be a self-starter, and prioritize tasks with limited guidance while being an active member of the team.
- Attention to detail and good problem-solving.
- Willingness to travel to field areas.

**Context related skills, knowledge and experience** (shall be adapted to the specific position):

- Excellent communication and interpersonal skills
- Strong work ethic and focus on results
- Strong organisational and team working skills
- Good ability to work independently
- Sensitivity and high levels of self-awareness
- Highly approachable, trustworthy and confidential
- Good English language skills
- Knowledge of the NGO operations and the dynamics of the humanitarian sector is a plus
- Proven presentation, training and facilitation skills



**DUTY STATION AND LIVING CONDITIONS**

**The Protection Reporting and Information Management Coordinator position** will be **based in Juba** and will require the staff to make frequent travels to project locations in South Sudan with more focus on Jonglei and Central Equatoria states. The employee will be responsible for finding his or her own accommodation at the duty station however, NRC will provide basic accommodation during field travels.

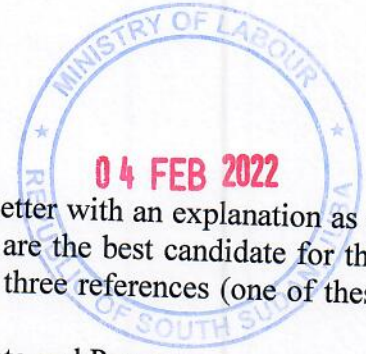
**Performance Management**

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC's Performance Management System. The following documents will be used for performance reviews:

- The Job Description.
- The individual Work- and Professional Development Plan.
- The Competency Framework.







**How to apply:**

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than **23<sup>rd</sup> February 2022** by Hardcopy in an enclosed envelope clearly marked **Protection Reporting & Information Management Coordinator - Juba** to NRC Head Office Located in Juba Na Bari Area along American Residence Road and NRC field offices

**Only short-listed candidates will be contacted, by e-mail or by phone.**  
**FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE**  
**HIGHLY ENCOURAGED TO APPLY**