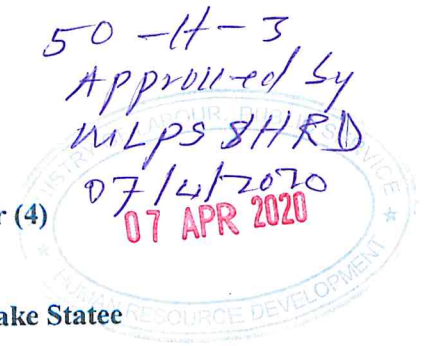


Vacancy Announcement



JOB TITLE: Project Data Officer (4)
BAND/LEVEL/GRADE: 8B
Department: HEAL
LOCATION: Rumbek Centre, Lake Statee
Overtime Eligible: Exempt
(per local law)



BACKGROUND: IRC began working in South Sudan in 1989. South Sudan declared independence in July 2011 following decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance and self-determination. The security situation remains fragile and testing operational challenges abound. IRC-South Sudan operates a country office in Juba, field offices in Lakes, Unity, and Northern Bahr el Ghazal states. Currently, IRC South Sudan implements programs in primary health care, community case management, environmental health, women's protection and empowerment, protection and access to justice and livelihoods.

Job overview:

Providing support to mass distribution of Long lasting insecticide treated mosquito nets (LLIN) in lakes State of South Sudan in Quarter 2 of 2020 through adherence to the methodology for mass distribution of LLIN in the republic of South Sudan.

SPECIFIC RESPONSIBILITIES:

The responsibilities of Data Officer (LLIN distribution) will be to ensure smooth monitoring and reporting on data during implementation of the day to day program activities as provided in the program distribution methodology and work plans. The Data officer will do so by following through on the following.

Implementation:

The Field Officer will:

- Enter the data into the DHIS2 based on the collected distribution confirmation letters from all chiefs in their program locations for submission to the supervisor.
- Support the documentation of relevant meetings with stakeholder as stipulated in the methodology for LLIN distribution including SMOH meetings to introduce and kick off LLIN distribution, State, County and Payam planning meetings as requested by the supervisor.
- The Data Officer will support the Field Officer to ensure all documentation is prepared in advance and signed by the relevant parties during all community events and presented to the supervisor for accountability and reported into the systems as may be required.
- Ensure all the LLIN community volunteers are trained in the use of the registration and distribution field materials and MOH approved tools.
- Ensure all volunteers provided and signed the LOU/contracts are given registrar booklets, vouchers, stamp pads and writing materials to all volunteers and keep the record of the tools given out per each volunteer.

- Work with field officer to ensure the registration process is conducted correctly by the volunteers and ensure that all registered HHs are issued with Vouchers as per the methodology for mass distribution of LLINs.
- Ensure the documentation of the transportation of LLINs to the distribution sites selected jointly with local community leadership and ensure that accurate tallying is conducted during the distribution.
- Ensure correct and accurate filling of all data collection forms by the volunteers, and ensure all vouchers are destroyed after LLIN distribution to avoid double counting.
- Will support compilation of the mass distribution final report with the CHD and account for all distributed LLINs and balances of LLIN at the distribution sites. The Field Officer will be responsible to ensure all LLIN remaining are transported back to CHD and accounted for.

Reporting

- ❖ Responsible for the reporting on program activities as per reporting needs highlighted by the supervisor.

Education Qualifications, Skills and Experience:

Minimum Education: Diploma in Statistic, Computer Science, Information Technology or any related health diploma.

OR Experiences in Mass LLIN distribution or programs that have mass community distribution of NFIs will be considered an advantage

Skills and Experience:

- Experience in implementation of community mobilization programs
- Experiencing in community distribution activities/ programs e.g Mass LLIN distribution, GFD distributions, NFI distributions.
- Ability and flexibility to understand the cultural and political environment and cooperate with local health representatives and other actors
- Experience with working other humanitarian agencies to encourage partnership so HP agenda is understood and opportunities for “joined up” working are created.
- Excellent communication skills, good spoken and written English
- Knowledge of computer use including basic computer packages will be considered an advantage.
- Fluency in classic Arabic/Dinka language is preferred
- Able to work under difficult and stressful situation

Professional Standards

The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. 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.

Gender Equality: IRC 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 parental leave, gender-sensitive security protocols and other supportive benefits and allowances

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis 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 law.

The position is for: **South Sudanese national with all the national documents.**

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** to Rumbek office OR the Juba IRC Head Office-Located in Goshen House 2nd floor -Human Resources or you can e-mail applications to SS-HR@rescue.org not later than **24rd April 2020.**

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

CLEARLY LABEL YOUR APPLICATION Data Officer - Rumbek Center, Lake State

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY

