

## TERMS OF REFERENCE

# 50-4-3  
Approved by  
Inspector  
M. O. M.  
1/10/2022

**Job Title:** National – Data Clerk (Snr)  
**Responsible to:** Data Analyst  
**Locations:** Juba, Bentiu, Bor, Kapoeta, Kuajok & Wau and other regions  
**Positions required:** 10  
**Country:** South Sudan  
**Deadline:** 28/Oct/2022

### General Description:

Ensure that all the data received or sent from various sources are properly checked, analysed, and recorded. In turn always produce the required output in accordance with the established procedures, normative guidelines as set in the Logistics Fleet Manual.

### Key Tasks and Responsibilities:

Under the direct supervision System Information and Fleet Administration officer and in coordination with FMS Staff, the incumbent shall perform the following duties:

- Ensure that any information/data or reports requested are properly carried out and expedited in an efficient manner.
- Responsible to ensure that all FMS data of receipts/movement of trucks and assets is entered into FMS (Fleet Management System, Software application).
- Maintain data entry requirements by following data program techniques and procedures.
- Verifies entered data of trips, job cards and Fuel coupons are updated correctly.
- Purges file to eliminate duplication of data.
- Ensure adequate record keeping and manage all documentation.
- Ensure that all staff include SO Fleet are adequately trained in material management.
- Share experiences gained with other staff members and strive towards creating good team building and harmonious atmosphere.
- Travel occasionally, as required by the Organisation.
- Perform any other duties as requested by immediate supervisor.

### Team Management:

Will liaise and co-operate with all WFP Staff and relevant commercial entities.

### Reporting:

- Workshop Manager/Supply Chain Manager

### Qualification & Experience:

- University degree in computer science/ statistics
- Three years of demonstrated relevant experience
- Comprehensive understanding and good working knowledge with database.
- Good working knowledge with complete Microsoft Office suite.
- Extensive experience gained using a computerised Fleet Management System, preferable although not a requirement.
- Experience gained in logistics and fleet field considered as asset.
- Excellent command of English.

### Performance Criteria:

- Familiarity with standard concepts and best practices in data entry and expedited in an efficient manner.
- Skills to operate common office equipment
- Competencies in data entry, analysis, and management.
- Knowledge of proper bookkeeping and inventory management.
- Excellent written and verbal communication skills
- Responsible to maintain accuracy in inventory of all WFP assets at high level.

To apply for this role please send your CV and Cover letter most preferably by email to the address:

[southsudan@ctg.org](mailto:southsudan@ctg.org)

In Juba – please deliver your application to CTG office in Rock city near to South Sudan Football Associations

### IMPORTANT REQUEST

- Please make sure the subject of your email states "locations on Application", or your application might be overlooked.
  - Kindly avoid naming your CV as CV, Updated CV, by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.