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Approved by
Inspector of Labour
15/02/2024
N/A

About

Hold the Child is a National Nongovernmental organization that works alongside vulnerable children in disaster affected and under developed communities. We are registered under the 2016 NGO Act. Our Mission is to strengthen the resilience and capacity of families and communities to meet their obligations to the child through community centered child survival and development initiatives. In partnership with UN agencies, International Organisation and Diplomatic community our work since 2011 reached communities across 7 out of 10 states and 3 Administrative areas with

- Access to essential services including Health & Nutrition, Education, Protection
- Youth and Women Empowerment including Vocational and Business training
- Expression & Participation (Voice) including child led radio programming, Human rights monitoring among other advocacy efforts

Vacancy Announcements

Job Title:	SCOPE Mobile Team Data Clerk
Duty Station:	Twic East, Duk (Mobile)
Positions:	4
Duration:	7 months
Application Deadline:	10 th March 2024

Job Summary

WFP's SCOPE data processing project will digitalize in-kind and cash assistance for WFP targeted food insecure households. Under the supervision of the ICT Assistant, the Data Clerk will verify personal details, perform SCOPE data entry for identified vulnerable individuals

Duties & Accountabilities

- Promote organization mission and values at all level and adhere to the UN code of conducts; mindful of Hold the Child policies and standard operation procedures (SOPs).
- Maintains data entry requirements by following standard SCOPE data entry techniques and procedures
- Verifies if the beneficiaries are not already in the SCOPE system to reduce duplication tendencies
- Conduct data entry for identified beneficiaries at scheduled registration points/sites (WFP SCOPE Module)
- Contribute to team effort by accomplishing related results as needed
- Adhere to Hold the Child's Code of Conduct, Safeguarding Policies (i.e. Child Safeguarding, PSEA), accountability to the affected population, other international conventions, and reporting mechanisms.

Requirements

Required

- Fluent in English in every way, and Juba Arabic (spoken) and project catchment local languages
- Secondary school certificate or equivalent
- Data entry experience or related office experience
- Basic computer skills are a plus
- Organization skills, Attention to detail, Computer savvy and Confidentiality are preferred

How to Apply

Interested candidates who meet the above conditions should forward bring their applications and CVs to info@holdthechild.ngo or by hand delivery of hard copies to Hold the Child respective offices near you by **10th March 2024**.

Female application a highly encouraged

Please note that only shortlisted applicants will be contacted. Do not submit original documents



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