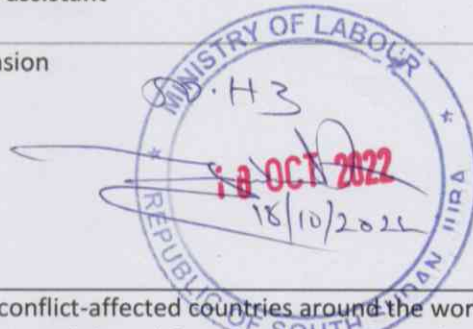


TERMS OF REFERENCE

Position:	Data management and reporting assistant
Locations:	Juba
Length of contract:	4 months with possibility of extension
Application start:	October 18 th , 2022
Application end:	November 04 th , 2022



OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

OVERVIEW OF THE POSITION

CTG is expanding in South Sudan and is looking for Data management, analysis, and reporting assistant for its client. Under the direct supervision of the Reporting and Assessment Officer, and the technical supervision of the Transition and Recovery coordinator, the successful candidate will support the Data collection, analysis and management needs of the Transition and Recovery Unit of IOM South Sudan

GENERAL FUNCTIONS

Role objective and Responsibilities

- 1- Supporting development and upload of project reports on project information management application (PRIMA)
- 2- Support data collection, cleaning, analysis, and management
- 3- Create, maintain, and manage databases including in excel and EMS for all the projects of the Transition and Recovery Unit.
- 4- Ensure data validation and accuracy by developing and running queries, comparing database records, and maintaining logical data in coordination with field teams.
- 5- Support in the design of surveys Kobo collect
- 6- Perform other additional duties as assigned by the program management.

Project reporting:

- This role reports directly to the IOM TRU Reporting and Assessment officer

ESSENTIAL EXPERIENCE

Education:

- Bachelor's degree in either Information Communication Technology, business statistics, and or database management from a recognised institution.
- Training and skills in Microsoft advanced Excel and database management is mandatory



- Training and experience in survey design on kobo toolbox is desirable

Work experience:

- The applicant should have an experience of not less than 3 years from humanitarian and reputable companies with large databases operations
- Experience working on design of large databases and management of large datasets
- Experience in data analyses using advanced Microsoft excel, Power BI and SPSS
- Experience working in complex humanitarian operations, specifically meeting timelines.
- Excellent interpersonal, cross-cultural, and diplomatic skills and the ability to work collaboratively with a diverse team.

Geographical experience:

- Minimum of 3 years of experience.

Languages:

- Fluency in English and Arabic is essential both written and verbally, other local languages are an advantage.

Key competencies:

- Ability to design and deliver data presentation and interpretation effectively.
- Excellent report writing and analytical skills.
- Strong interpersonal and communication skills.
- Solid organizational skills: the ability to be flexible and work well under pressure in a fast-paced and detail-oriented team environment.
- Ability to use Kobo collect
- Good computer skills: excellent knowledge of MS Word, Excel, PowerPoint, Power BI, SPSS, and email/internet software.

The successful candidate is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators level 2

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge continuously seeks to learn, share knowledge, and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.





Managerial Competencies¹ – behavioural indicators level 2

- Leadership: provides a clear sense of direction, leads by example, and demonstrates the ability to carry out the organization’s vision; assists others to realize and develop their potential.
- Empowering others and building trust creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: work strategically to realize the Organization’s goals and communicates a clear strategic direction.

Other relevant information:

- **Qualified female candidates are encouraged to apply for this role.**
- **Candidates must be South Sudanese nationals**

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

southsudan@ctg.org

Please make sure **the subject of your email states “DM&RA Application”**, or your application might be overlooked In Juba.



¹ As applicable.