

## VACANCY ADVERTISEMENT – INTERNAL RECRUITMENT

**Position:** GBV database officer (1 position)  
**Supervisor:** GBV Project Assistant  
**Location:** Juba (with possible missions to field locations)  
**Employment:** Full-time  
**Starting Date:** July 2019  
**Duration:** 3 months

**INTERSOS** is an independent non-profit humanitarian organization committed to assist the victims of natural disasters and armed conflicts. Its activities are based on the principles of solidarity, justice, human dignity, equality of rights and opportunities, and respect for diversity and coexistence, paying special attention to the most vulnerable and unprotected people.

### I. Main Objectives:

The GBV Database Officer will work directly with the GBV Project Assistant on data management including case management for efficient and timely submission of accurate reports on GBV that are documented and entered into the GBV. His/her main role is to enter GBV data from GBV Protection staff into the IMS, confirm quality and completeness of data before synchronization into the Inter-Agency GBV Protection Database. She/he will prepare and submit reports regularly i.e. daily to the Project Assistant while copying the Program Manager. S/he will also prepare weekly/bi-weekly, monthly and quarterly reports as and when required.

### II. Responsibilities/duties:

- Enter accurately and in a timely manner all case management forms into the GBV IMS and export to Inter-Agency GBV Database, request for additional information from the persons submitting the forms when necessary, ensure efficient data capture processes and generate daily and weekly reports on case load and monitoring statistics for the GBV Project Assistant and Program Manager.
- Review case load and monitoring statistics with the GBV Project Assistant; setting targets for active tracing, case follow-ups and closure, and identifying gaps as appropriate.
- Ensure the database is backed-up regularly.
- Maintain an appropriate filing system of received, open and closed cases as received from field sites and from other partners.
- Implement the Data Protection Policy and appropriate standards for confidentiality of the information on the women and girls and, monitor staff and other partners' adherence to it under the leadership and authority of the GBV Project Assistant and Program Manager.
- Generate and work on any reports or analysis that maybe requested.
- Perform any other tasks related to this position that may be assigned by the supervisor from time to time.
- Work with the CPIMS to monitor data collection through consistency checks
- Comply with all relevant INTERSOS policies and procedures with respect to GBV protection, code of conduct, health and safety, security, equal opportunities and other relevant policies



**Person specifications:**

- Minimum high school diploma in statistics, data management and IT
- Training and proven experience in statistics, data management and IT for a minimum of 1 year is preferred
- Excellent proficiency in computer usage, particularly with MS Excel and MS Access. Knowledge in Protection IMS Database.
- Strong English language communication and writing skills.
- Knowledge of GBV Protection and prior experience implementing a GBV protection programme.
- Ability to work independently, within specific deadlines, on multiple tasks.

**HOW TO APPLY**

Submit your resume (CV) and cover letter to INTERSOS South Sudan Mission gate, Plot n. 43 AXII Second Class at Hai Cinema opposite Amara Lagu building or by email to [hr.officer.ross@intersos.org](mailto:hr.officer.ross@intersos.org) and Cc [deputy.ross@intersos.org](mailto:deputy.ross@intersos.org) BEFORE 12/July2019 and Please make sure that you have stated the position title of the post on the subject of application and envelope.

Only short-listed candidates will be contacted for an interview.

In the selection of its staff, INERSOS is committed to gender balance and diversity without distinction as to race, sex or religion.

For all positions, females are highly encouraged to apply

