



JOB RE- ADVERTISEMENT: JOB DETAILS.

Job Title	Data Clerk
Number of Positions	01
Department	Program
Duty Station	Torit, Ikwotos County, Eastern Equatoria State- South Sudan.
Reports to (Function)	Data Management Officer

Overview of AVSI Foundation

AVSI Foundation is a global non-governmental organization with headquarters in Italy. Its mission is to support human development in developing countries according to the social teaching of the Catholic Church: recognizing the uniqueness of each person, who as such cannot be reduced to a number within an anonymous category such as “the poor, the sick, the disabled”. Furthermore, every person and every community represent a resource, regardless of their vulnerability. This is why AVSI Foundation works to help people in becoming aware of their own value and dignity. AVSI Foundation is operating in South Sudan since 2005, implementing medium to long-term sustainable health, education, water & sanitation, food security and emergency relief programmes.

Job Overview

Reporting directly to the **Data Management Officer**, the **Data Clerk** will be responsible for field data collection, data entry, and reporting in line with the approved KPIs of the **RURALSS** project. Under the guidance of the Data Management Officer, and in close coordination with the RURALSS MEAL team and program technical staff, the Data Clerk will support the effective implementation of the project by performing the following duties and responsibilities:

Duties and Responsibilities

- Contribute ideas to improve the efficiency and effectiveness of the support function.
- Oversee data collection activities in the field, ensuring accuracy, completeness, and consistency of survey questionnaires through routine data quality checks.
- Collaborate closely with the Agribusiness, Nutrition, Gender and Peacebuilding, and Food Security & Livelihoods (FSL) teams to support data gathering, collation, and presentation for MEAL-related reports.
- Conduct data cleaning and validation for recurring surveys and assessments carried out by the program team (weekly, monthly, quarterly, annual KPI surveys, and routine data collection).
- Support the setup and day-to-day management of various project databases.
- Maintain and regularly update the M&E database to ensure timely and accurate data entry and processing.
- Ensure the Monthly Indicator Tracker is consistently updated to reflect the progress and achievements of project activities.
- Assist in data collection and entry for different forms and reports, as required.
- Transfer data from paper-based formats into computer systems using computers, data recorders, or optical scanners.
- Enter data directly provided by beneficiaries and update regularly as per the project KPI matrix.



- Verify data accuracy by cross-checking with source documents.
- Regularly update existing records and ensure all documents are properly filed.
- Retrieve specific data from databases or electronic files upon request.
- Document community feedback and complaints received through multiple channels on a daily basis in coordination with Gender, Peace Building and M&E Manager.
- Conduct regular data backups to safeguard information.
- Provide basic IT support, including correcting minor errors in office computers.
- Assist the IT operations for Torit field offices as needed in coordination with the IT manager in Juba and the ATL, logistic at Torit field based.
- Perform any other related duties as assigned by the supervisor.

Competencies

- Strong attention to detail and data accuracy.
- Good organizational and time management skills.
- Proficiency in data entry software and Microsoft Office Suite.
- Ability to work both independently and as part of a team.
- Willingness to travel to field sites when required.
- Knowledge of data protection and confidentiality standards.
- Basic IT troubleshooting skills.

Qualifications

- A Degree or diploma in Information Technology, Statistics, Economics, Data Management, or a related field. At least 2 years previous experience in data entry, database management. M&E support is an added advantage to this position.
- Diploma in Information Technology, Statistics, Economics, Data Management, or a related field with at least 3 years.
- Familiarity with humanitarian or development projects context of South Sudan is preferred.

How to Apply:

Applications should include updated **Curriculum Vitae (CV)** of maximum 3 pages, **National ID** and **cover letter** of maximum one page **ONLY**, copies of academic documents, recommendations. In the cover letter the candidate should briefly describe his or her motivation for the position and **highlight relevant experience.**

The above documents can be delivered to AVSI Foundation Office in the State:

- AVSI Office in Juba – Jerusalem House
- AVSI Field Offices, Torit, Magwi, Ikwotos and Rumbek.

Or send in soft copy to: HR.Southsudan@avsi.org

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS **Thursday 7th August 2025**
Due to the urgency of these roles, AVSI reserves the right to shortlist applications prior to the closing date.

