

## This position is open to only South Sudanese nationals

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### CHILD PROTECTION INFORMATION MANAGEMENT OFFICER

CMMB is a global non-governmental, humanitarian and development organization with a special focus on making healthcare available to all. CMMB has been implementing comprehensive health intervention in South Sudan since 2009. In addition, CMMB also implements activities in child protection and gender-based violence focusing on children and women through strengthening community structures to prevent and respond to Child protection and GBV issues; provision of comprehensive case management and psychosocial support services for vulnerable children/survivors of violence, abuse and exploitation, awareness raising and community engagement on GBV and Strengthening referral systems.

CMMB South Sudan is seeking qualified suitable candidates for the following positions:

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|---------------------------------|---|
| <b>JOB TITLE:</b>               | <b>Child Protection Information Management Officer<br/>(1 post)</b> |
| <b>LOCATION</b>                 | <b>Yambio</b>   |
| <b>REPORTING TO</b>             | <b>Child Protection Project Manager</b>                             |
| <b>PROVIDES SUPERVISION TO:</b> |   |
| <b>CLOSING DATE</b>             | <b>5<sup>TH</sup> JULY/2020</b>                                     |

#### Role Purpose:

The CP Information Management Officer will provide statistical analysis and other information to support management decision making within Child Protection in CMMB. The role holder will ensure an up to date and quality data on both programme performance and quality delivery while maintaining high professional standards of our Child Protection Programmes.

This position will be based in Yambio with frequent travels to Nzara and Ezo.

#### Key Areas of Accountability

- To ensure the case management data collection tools submitted for data entry are properly filled, mandatory fields correctly captured, and team are guided as required before cases are entered into the system working closely with case management officer and social workers.
- Generate weekly reports that are shared with Save the Children and CP Manager to enable better management and prioritization of cases.
- Conduct data quality spot checks in the field to ensure data collected is accurate, reliable, complete, precise, and timely and are of high integrity.
- To ensure that case management forms collected are well completed, conducting spot checks and supporting case workers to address issues on the forms as they arise, ahead of verification/signing by CMO.
- To accurately enter data captured in the CPIMS forms into the IA CPIMS database, and provide data and information in response to requests from internal and external parties on a timely manner.
- Accurately review and capture data from the GBV case management forms into the GBVIMS database and others



- To develop and maintain appropriate hard and soft filing for all open and closed cases and ensure the database is backed-up on a weekly basis.
- Support the CP team by generating a list of cases due for follow up on a weekly basis and monitor this against the number of cases followed up on a monthly basis.
- To provide statistics, information and reports to show progress and trends, and in liaison with the M&E Officer
- Weekly analysis of data including achievements, duration between identification and entry, progress of the priority cases etc.
- To conduct regular data quality checks to ensure information collected as part of documentation and monitoring is accurate, reliable, complete, precise, timely and has high integrity.
- Provide feedback to the Case management officer on the case management process and build the capacity of case workers to complete forms accurately through one-to-one and group mentoring and review sessions
- To maintain confidentiality, privacy in the management of case files and observe data protection and confidentiality protocols while handling both the paper based and electronic data at all stages of data management. This includes and is not limited to the informed consent or use of data and privacy, but to all information sharing in the CPIMS.
- To handle and respond to programmatic data request from Child Protection project team aptly on case management.
- Participate in assessments, surveys and evaluations to gather, analyze and produce reports on data to demonstrate programme impact
- Comply with all relevant CMMB policies and procedures with respect to child protection, code of conduct, health and safety, security, equal opportunities and other relevant policies.
- Ensure that CMMB's work is coordinated with efforts of other agencies and Government, and support Interagency Coordination forums, advocating for the specific needs of children. This may involve supporting coordination working groups host communities or target project sites.
- To carry out any other job related duties and responsibilities as and when requested by the CP Manager

### Qualifications and Experience

#### Essential

- Bachelor's degree/Diploma in Information Management / social sciences or its equivalent or Diploma in Information Management with a minimum of three (3) years' work experience in child protection South Sudan context.
- Demonstrated experience in working with IA CPIMS, GBVIMS and other protection databases.
- Good in computer skills and technology
- Knowledge of child protection in emergencies, trends, child rights and protection issues
- Strong self-starter, able to take initiative and adapt to changing circumstances and priorities
- Positive attitude towards community work with emphasis on the ability to learn from communities and support participatory, innovative approaches to problem solving
- Excellent communication skills with children and a willingness to be respectful, kind, sensitive and empathize with all children and their carers.
- Gender awareness and sensitivity
- Fluent in written and spoken English and the local Arabic/host community language
- Proven documenting and report writing skills

- Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions
- Commitment to CMMB's Child Protection Policy.

**Desirable:**

Experience in gender mainstreaming within programming.

**NB:** *This position is open to South Sudanese nationals and female candidates are strongly encouraged to apply. Only shortlisted candidates will be contacted. Attach only photocopies of documents, no originals.*

**How to apply**

Applicants should submit their application, including a cover letter, CV detailing work history and current responsibilities, 3 references and your daytime cell phone contact to [hrSouthSudan@cmmb.org](mailto:hrSouthSudan@cmmb.org) by latest the 5<sup>th</sup> July, 2020. Only individuals who meet the above-mentioned qualifications will be shortlisted and contacted. To learn more about us, visit our website at [www.cmmb.org](http://www.cmmb.org).

Interested persons with the above qualifications should submit their application and CV to the following address:

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|---|---|
| <b>CMMB Yambio Office</b><br>Human Resource Office<br>Gbudue Stadium Road, Block 9, Plot No.93,<br>Yambio, WES<br>Email address: <a href="mailto:cmmbSouthSudanJobs@gmail.com">cmmbSouthSudanJobs@gmail.com</a> | <b>CMMB Juba Office</b><br>Juba Operations Office<br>Rahwa Building, plot 710 -3K, Kololo Juba,<br>Juba CE State, South Sudan |
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Only short-listed candidates will be contacted.

