

13th Feb 2024



Save the Children

Internal/External Job Advertisement

VA No. 3094

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

Save the Children International is seeking to recruit: -

Job Title: CPIMS & Data Officer (01) Position.

Location: Maban Upper Nile State.

Reports to: Child & Youth Participation Project Coordinator.

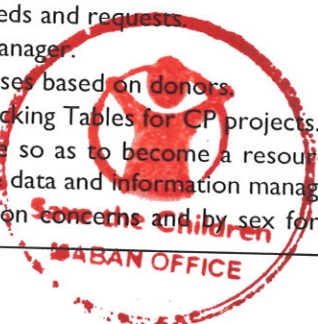
Contract Period: 4 Months (with possibility of extension based on availability of Funding and Satisfactory performance)

JOB PURPOSE:

The post holder will be responsible for CP program data management including management of the Child Protection Information Management System. The role holder will ensure correct data entry, safe custody of all quantitative and qualitative data related to comprehensive case management (CP and GBV) and Family Tracing and Reunification (FTR) in accordance with Case Management Standard Operating Procedures (SOPs). S/he will be responsible for the day-to-day management of the CPIMS (Database) and ensure confidentiality. The post holder will ensure timely and efficient data entry, analysis, proactively share CPIMS data with the CP team, and support GBV data management as well. S/he will submit regular reports (e.g. daily, weekly, fortnightly, monthly, and quarterly) to the Child Protection and GBV Officers

KEY AREAS OF ACCOUNTABILITY:

- Enter data accurately and in a timely manner from all case management forms into the inter-agency child protection database, request additional information from CP/GBV staff, submitting the forms when necessary, ensure efficient data capture processes and generate reports on caseload and statistics for the CPIMS+ Manager or line Manager or other partners when required.
- Review caseload and monitor statistics with the line Manager; setting targets for case follow-ups and closure and identify gaps as appropriate.
- Actively participate and facilitate trainings and meetings on FTR, case management, data management, reporting, monitoring and evaluation, CM SOPs and issues of confidentiality.
- Maintain an appropriate filing system of received, open and closed cases as received from the project teams and from other FTR and case management partners.
- Ensure adequate stock and management of all FTR tools; booklets or forms, files and back-up system in consultation with the line manager.
- Assign database codes to new individual cases in an organized and accurate manner.
- Work with the senior case management officer, CPIMS manager and MEAL team to monitor data collection through consistency checks, validation and verification.
- Design additional data entry excel sheets for non-FTR cases based on needs and requests.
- Ensure the database is backed-up regularly and shared with the CPIMS manager.
- Ensure documentation of all distribution of NFIs for FTR and non-FTR cases based on donors.
- Support compilation of the Output Tracker & Indicator Performance Tracking Tables for CP projects.
- Apply learning in daily work and share with project staff where possible so as to become a resource for quality monitoring and an advocate and implementer of effective and appropriate data and information management.
- Generate information on the weekly caseload for the team by protection concerns and by sex for the team to



- know efforts into the CPIMS+ and sharing the list of weekly follow ups with the team
- Implement the Data Protection Policy/Information Sharing Protocol and appropriate standards for confidentiality of the information on the children at Field level and monitor staff and other partners' adherence to it under the leadership and authority of the CP Assistant Program Manager.
- Comply with all relevant Save the Children International policies and procedures with respect to child protection, code of conduct, health and safety, security, equal opportunities and other relevant policies.

BEHAVIOURS (Values in Practice):

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE

- BA in relevant field from recognized examining body.

Essential

- Minimum 2 years' experience on CPIMS data management with INGO or NNGO
- Knowledgeable on CPIMS+ database, statistics or other related fields.
- Excellent proficiency in computer usage, particularly with MS Excel.
- Strong self-starter, able to take initiative and adapt to changing circumstances and priorities.
- Spoken and written English to an acceptable standard.
- Able to work with tight deadlines and under pressure
- Experience in facilitation and capacity building.
- Good understanding of the operations of INGOs

Desirable

- Problem solving and decision-making skills
- Ability to prioritize tasks
- Able to work to tight deadlines and under pressure.
- Strong interpersonal skills, ethical sensitivity and ability to empathize with children, youth and their careers



Commitment to upholding Save the Children's Child Safeguarding Policy, as well as principles of do no harm and confidentiality.

Child Safeguarding and Code of Conduct:

The Post holder will adhere to Save the Children's Child Safeguarding Policy and Code of Conduct set out. Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards, which all staff members must adhere to:

The Organization

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realize the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at (SCI Career Site Careers (oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

Deadline for Submission of the Application is on 27th Feb, 2024 at 5:00 PM

- This position is open to South Sudanese nationals only.
- Female Candidates are strongly encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

