



External Advertisement/Local Staffing

NUMBER: CINA/HR/052223/24/G.5.C

Location: Juba/ Roving to various location in S. Sudan

Application Deadline: 24/10/2024

Type of Contract: Service Contract/Full-time

Post Level: M&E/ Information Management Officer

Reporting to: M&E Manager

Starting Date: Immediately

Duration of Initial Contract: One year (Subject to 3 months' probation)

Background

Community in Need Aid (CINA) is a national non-profit, humanitarian and development organization, working in Jonglei, Lakes, Central Equatoria, Eastern Equatoria, Western Equatoria and Western Bahr el Ghazal and Upper Nile States of South Sudan since 2011. CINA's mission is to help in saving lives, protecting dignity and developing resilience of South Sudanese children and families from the effects of conflicts and disasters. To effectively achieve the programme objectives, CINA South Sudan is seeking for a qualified candidate to fill the position of M & E/ Information Management Officer to join its M & E team. The position is based in HQ-Juba & roving to the different field locations

Job Summary: The Monitoring and Evaluation (M&E)/Information Management Officer will be responsible for developing, implementing, and overseeing monitoring and evaluation strategies to assess the performance and impact of different projects. The officer will ensure that data is collected, analysed, and reported accurately, enabling informed decision-making and continuous improvement.





Key Responsibilities:

- Develop and implement M&E frameworks, plans, and tools for projects and programs.
- Design data collection methodologies and tools (surveys, questionnaires, interviews, etc.).
- Conduct regular field visits to monitor project implementation and assess performance against targets.
- Analyze quantitative and qualitative data to generate reports on project outcomes and impacts.
- Collaborate with project teams to ensure integration of M&E activities into project planning and execution.
- Facilitate the development of project logical frameworks and performance indicators.
- Information Management Strategy: Develop and implement strategies and policies for effective information management that align with the organization's goals.
- Data Collection and Analysis: Collect, validate, and analyse data from various sources to ensure accuracy and completeness. Produce reports that inform decision-making.
- Database Management: Oversee the design, implementation, and maintenance of databases and information systems to ensure efficient data storage and retrieval.
- Information Security: Ensure the confidentiality, integrity, and availability of data by implementing appropriate security measures and monitoring compliance with data protection regulations.
- Data visualization: preparation of dashboards using advanced Excel, Power BI, QGIS, ArcGIS etc
- Training and Support: Provide training and support to staff on information management practices, systems, and tools to promote effective use of resources across the organization.
- Reports preparation and submission: work closely with M&E manager and upload the reports on Kobo toolbox, eTools etc
- Collaboration: Work closely with IT, legal, compliance, and other departments to ensure cohesive information management practices and to address any data-related issues.
- CPIMS+ Database Management: Manages CPIMS+ data for across CINA operational sites
- Documentation and Libraries: Organize and maintain information libraries and repositories to ensure easy access to key documents and data for staff.
- Monitoring and Evaluation: Develop and utilize indicators and metrics to evaluate the effectiveness of information management practices and systems, providing recommendations for improvements.
- Website Management: Manages CINA Website for content upload, management and update
- Policy Compliance: Ensure compliance with organizational policies and legal regulations regarding data management and protection.





from the heart of humanity

- Any other work assigned by the supervisor

Qualifications:

- **Education:** Bachelor's degree in Information Management, Software Management, Computer Science, Biostatistics and Epidemiology, or a related field. A Master's degree is a plus.
- **Experience:** 3-5 years of experience in information management, data management, or a related role, preferably in a large organization.
- **Technical Skills:** Proficiency in database management systems and data analysis tools. Familiarity with information management software and IT systems.
- **Knowledge of Regulations:** Understanding of data protection laws and regulations,
- **Analytical Skills:** Strong analytical and problem-solving skills to interpret data and make informed recommendations.
- **Communication Skills:** Excellent written and verbal communication skills, with the ability to convey complex information to diverse stakeholders.
- **Interpersonal Skills:** Strong interpersonal skills to work effectively with colleagues across various departments

How to Apply:

Please send your application and CV with accompanying documents electronically to recruit@cina-southsudan.org and cc: khot.cina@gmail.com by 24th, October, 2024 at 5:00 Pm promptly.

Location.

Munuki Block A1, Plot No. 48,3rd Class Residential Area, Off Bilpham Road, Juba, South Sudan
www.cina-southsudan.org

Important: CINA is committed to safeguarding and promoting the welfare of children and their families and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced past crime record checks, qualifications and experience checks and satisfactory references and will have to sign and adhere to CINA's Child Protection Policy, PSEA Policy and Code of Conduct upon taking their job offers.

Given the urgency of filling this position, selection will be conducted as applications are received and will be concluded by or before the deadline

Female candidates are strongly encouraged to apply

