



POSITION DESCRIPTION

JOB TITLE: Head of Data Management Unit

INSTITUTION: Columbia University Mailman School of Public Health - ICAP

LOCATION: Public Health Emergency Operation Center

DIRECT REPORT: Case management Specialist.

POSITION SUMMARY:

The Head of Data Management Unit (DMU) at the PHEOC Will ensure data quality, data management & data governance of all data related to COVID 19 at the PHEOC as part of ICAP's technical support assistant to Public Health Emergency Operation Center. This position may require working around the clock whenever there are incidents and may require working on call or late hours if need be.

MAJOR ACCOUNTABILITIES:

In working closely with & under the supervision of the planning section chief at the PHEOC, the incumbent is responsible for the following duties:

- Supervise and appraised data management officers at the DMU.
- Analyze and gain insights into the current state of COVID 19 data.
- Fuzzy logic-based matching and de-duplication solution of COVID 19 data.
- Standardize data with user defined dictionaries and pre-built dictionaries.
- Insure accurate data management.
- Identify key data assets, define and describe each attribute.
- Establish metrics driven trusted data processes and policies.
- Demonstrate measurable ROI on data governance investments.
- Performs other related duties as required.

EDUCATION

- Postgraduate degree in epidemiology, biostatistics, demography or related field.
- Experience in monitoring and evaluation systems, data visualization

REQUIRED SKILLS & EXPERIENCES:

- Experience in managing & supporting staff,
- Experience working in outbreaks, emergencies & epidemics.
- Management, interpersonal & team building skills.
- Skills in facilitating, training and coaching of staff & volunteers.
- Strong computer literacy.
- Ability to react quickly & calmly in emergency situation
- **Must be a South Sudanese National. A copy of national ID or passport should be attached to the CV**

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How to apply:

Note: This is a local hire position and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package

Please forward your Cover letter and CV to ml4185@cumc.columbia.edu and a copy to mka2155@cumc.columbia.edu. Indicate the Position you are applying for as "HDMU"– (indicate the Location)" in the subject line of your email or you can deliver your application and CV to ICAP office located next to **Non – Violence Office near American Residence.**

Application Deadline on Monday July 27th, 2020

NB: CV's will be reviewed as they come in since the position is for emergency program for Covid-19

Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, and citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status.



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POSITION DESCRIPTION

JOB TITLE: Chief Watch Officer

INSTITUTION: Columbia University Mailman School of Public Health - ICAP

LOCATION: Public Health Emergency Operation Center

DIRECT REPORT: Case management Specialist.

POSITION SUMMARY:

The Chief Watch officer is responsible for overall coordination of the Watch team in responding to COVID 19 & other epidemic prone diseases alerts at the PHEOC as part of ICAP's technical support assistant to Public Health Emergency Operation Center. Provide technical support & coordination between the national call center, the Watch team and the Rapid Response team during an activated Response at PHEOC. This position may require working around the clock whenever there are incidents and may require working on call or late hours if need be.

MAJOR ACCOUNTABILITIES:

In working closely with & under the supervision of the planning section chief at the PHEOC, the incumbent is responsible for the following duties:

- Make sure all alerts are responded to in a prompt and quick manner.
- Assist Public Health Emergency Operation Center (PHEOC) operation chief in determining which Subject Matter Experts are needed to assist the EOC.
- Receive, compile, evaluate, and analyze all activated response information to include in periodic Response Situation Report (SITREP) for chief of operations as well as identified field operations.
- Collect, process and format information as required by the EOC.
- Archive reports and documents associated with activated response in appropriate electronic folders on identified shared site.
- Coordinate planning support for contingency, long-range, demobilization planning.
- Collect, process and format information as required for inclusion in IAP updates
- Performs other related duties as required.

EDUCATION

- Clinical officer or related field with postgraduate diploma in public health.

REQUIRED SKILLS & EXPERIENCES:

- Experience in managing & supporting staff,
- Experience working in outbreaks, emergencies & epidemics.
- Management, interpersonal & team building skills.

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- Ability to design and implement sound public health interventions in a variety of settings
- Ability to design & implement sound public health interventions in emergencies.
- Skills in facilitating, training and coaching of staff & volunteers.
- Strong computer literacy.
- Ability to react quickly & calmly in emergency situation
- **Must be a South Sudanese National. A copy of national id or passport should be attached to the CV**

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To: H3
Approved by labour
officer MIPs & HRD



POSITION DESCRIPTION

JOB TITLE: Operation Advisor

INSTITUTION: Columbia University Mailman School of Public Health - ICAP

LOCATION: Public Health Emergency Operation Center

DIRECT REPORT: Case management Specialist.

POSITION SUMMARY:

The Operations Advisor is responsible for overall day to day operation support to the operation Chief Section at the PHEOC as part of ICAP's technical support assistant to Public Health Emergency Operation Center. Provide & observe all staff participating in activated Response in PHEOC. This position may require working around the clock whenever there are incidents and may require working on call or late hours if need be.

MAJOR ACCOUNTABILITIES:

In working closely with the Operation chief at the PHEOC, the incumbent is responsible for the following duties:

- Handle all routine correspondence related to the PHEOC.
- Maintain inventory lists of available stocks.
- Regularly check inventory and stock supplies to support daily activities in PHEOC.
- Ensure printers, copiers and fax machines are functional, stocked with paper and have operable ink cartridges.
- Ensure all memos, letters and other documents related are handled effectively, and disseminated accordingly.
- Handle human resource administration tracking personnel during official hours.
- Scheduling meetings and reserving rooms in the EOC.
- Facilitating maintenance of the EOC space.
- In collaboration with the national public health laboratories, track the movement of specimen/s and samples.
- Provide logistical and administrative support for the field staff as required.
- Perform other administrative duties such as making copies, faxing documents and other tasks as required.
- Resolve routine administrative problems.
- Maintain PHEOC event calendars and assist Operations Section Chief to maintain activated Response Staff Rhythm.
- Assist Logistics Section Chief with updated personnel log showing arrival and departure dates of deployed personnel.
- Order, receive and store supplies for PHEOC in their designated areas.
- Assist Planning Section Chief and Logistics Section Chief with archive/retrieval of reports and documents files.
- Inform Operations Section Chief of any personal items left in conference rooms and to direct owners to the administration workspace for retrieval of any items.

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- Observe all staff participating in activated Response in PHEOC for signs of stress, report issues to PHEOC Manager.
- Secure PHEOC entrances and entry to PHEOC areas as needed to limit unauthorized personnel access.
- Performs other related duties as required.

EDUCATION

- Medical officer (MD/MBBS) with postgraduate study in Epidemiology.
- Clinical officer/ public health degree with postgraduate degree in Epidemiology.

REQUIRED SKILLS & EXPERIENCES:

- Experience in managing & supporting staff,
- Experience working in outbreaks, emergencies & epidemics.
- Management, interpersonal & team building skills.
- Ability to design & implement sound public health interventions in emergencies.
- Skills in facilitating, training and coaching of staff & volunteers.
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