

ADVERTISEMENT – Information Management Officer
Open to South Sudanese National Only

Employer: Mines Advisory Group (MAG)
Department: Operations
Reporting to: Technical Operations Manager
Base Location: Juba, South Sudan
Working Area: Juba Operational Base

Summary of the Position

MAG South Sudan seeks to recruit qualified Information Management Officer (IMO), the Information Management Officer is responsible for the entry of data from soft and hard copy field reports on to the computerised data management system in the JUBA Operations Base. He/she is also responsible for the collation, management and extraction of the data to ensure their accuracy and security as well as accessibility for end users. The IMO is to work closely with the TOM and Project Officer (PO) to ensure data for reporting purposes is accurate and timely.

Specific Areas of responsibility

Technical

- Ensure the technical and grant output databases are maintained
- On a daily basis manage and conduct Quality Control of available data with help of OMIS, UNMAS DPRs and other IM tools (IMSMA)
- Co-operate and assist TOM / TFMs and PO in summarising available data as and when required
- Liaise with IMSMA data team as required to facilitate the passage of data
- Ensure all data from Survey 123 is entered into the IMSMA database in an efficient and timely manner
- QA / QC all incoming data for accuracy and highlight any issues
- Maintain communications with teams to resolve any issues
- Oversee Microsoft Teams Country Folder Structure
- GIS mapping and support to Operations Team in order to facilitate Desk Top Studies for future / potential Clearance and Technical Survey Tasks
- Input daily, weekly information and other data received from operational teams
- Support UNMAS and NMAA IM Teams as required
- Assist TOM and PO in compiling monthly HQ and donor reports

- Oversee management of vehicle and personnel tracking system installed in Operations Room
- Any other relevant tasks / duties assigned by TOM

Capacity Building and HR

- Mentor the Information Technology Assistant (ITA) in MAG proprietary IM system
- Mentor the ITA in troubleshooting field IT issues
- Teach, Coach and Mentor Operations Room personnel in use of vehicle and personnel tracking system

Communication and Reporting

- Assist the TFM / CLS in providing relevant and useful information and case studies to the TOM / PO
- Assist the Clearance Teams in compiling mapping and historical data to produce accurate Desk Top Studies of future / potential tasks
- Contribute to internal discussion and planning designed to improve MAG's database systems in order to support Humanitarian Mine Action

All staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in a conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

Some Job Descriptions may be supplemented by specific Terms of Reference.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff is expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises

Person Specification

MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide.
MAG is co-laureate of the 1997 Nobel Peace Prize.
Charity No.1083008. A company registered in England and Wales No 4016409.



ESSENTIAL EXPERIENCE

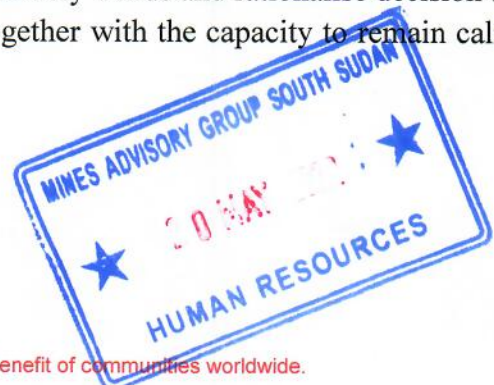
- A minimum of a Bachelor Degree in studies related to Information Management or relevant qualification / accountable experience
- Experience and demonstrated competency in using ESRI ArcGIS, ArcGIS Pro and ArcGIS online
- Ability to operate GPS equipment
- Demonstrating high attention to details and commitment to accuracy and integrity
- Can think creatively to suggest new ideas and solutions for complex problems
- High proficiency with English language with strong written and reporting skills
- High competency with Information Technology applications
- Ability to maintain effective working relationships with other departments, Supervisor, and Senior Managers
- High proficiency in all aspects of Microsoft Office

Desirable

- Previous experience working in Information management system in Humanitarian Mine Action
- Familiar with coding languages Python or R
- Formal qualification ESRI ArcGIS, ArcGIS Pro

ESSENTIAL SKILLS AND KNOWLEDGE

- Fluent in written and verbal English.
- Excellent computer, MS office skills.
- Strong background in Prior INGO experience, ideally in Information Management System (IMS) or GS.
- Strong analytical and critical thinking skills, able to identify trends and rationalise decision-making.
- Excellent communication and interpersonal skills, together with the capacity to remain calm under pressure and not lose sight of strategic priorities.



ESSENTIAL APTITUDE

- MAG is seeking a self-motivated and enthusiastic TEAM PLAYER!
- Sensitivity to cultural differences and the ability to work with a wide variety of staff with different cultural backgrounds.
- Ability to work remotely with limited management oversight and support.
- Ability to facilitate the learning of others and support training initiatives.
- Ability to undertake extensive travel often in insecure and austere environments.
- Strong analytical skills.
- Commitment to MAG's mission, values and approach.

DESIRABLE SKILLS AND KNOWLEDGE

- Broad understanding of rights and development issues, international relations and the international humanitarian and development system.
- Prior INGO experience, ideally in Information Management System (IMS).
- Familiarity with humanitarian mine action.

Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

HOW TO APPLY:

Qualified and interested candidates should submit a cover letter with a CV (must have at least 3 referees with the recent employer and work email and telephone contact), copies of academic, work certificates and Nationality ID card to: -

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; recruitments@maginternational.org by 31st MAY 2022, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews.

NOTE: Do not attach original certificates. MAG will not return application documents to applicants.

Women and men are both encouraged to apply. MAG is an equal opportunity employer.

