



STANDARD ACTION LIAISON FORCE
Block 3K, Plot 492 Juba Nabari Residential Area, Bilpam Road Juba, South Sudan

50-H-3
Approved by
MLP



September 9, 2019

SALF JOB VACANCIES 2019

Background Information:

Standard Action Liaison Force (SALF); founded in 2003 as a democratization and alternative change instrument, a defense of rights and the fundamental freedoms that build and expand on strategic partnerships and platforms, help in organization, inclusion and participation of an informed and empowered citizenry, developing and perfect institutions in response to the necessities and the will of the people of South Sudan.

SALF has registered with Ministry of Justice and secured Operation Certificate from the Relief and Rehabilitation Commission (RRC). SALF strength evidenced in promotion of peace, good governance, democracy, human rights' monitoring, documentation and advocacy and provision of free access to justice to citizens, policy dialogue engagement and research initiatives; livelihood security, environmental and basic services delivery for improving lives of the ordinary citizens in South Sudan

The organization is headed by a President and governed by an eleventh (11) member Board of Directors who meets twice a year, to review management progress. The management team formed of the technical staffs that are being hired by the Board to run organizational programs/activities.

SALF envisage of a free, just and open society that enjoys quality life, where all the people are able to realize their full potential in all aspects of their development, including, adequate representation and effective contribution at all levels of decision-making, consequently preserving them respect and dignity. SALF is working to strengthen, expand and defend democracy, in pursuit of the public shared desires and aspirations toward realization of peace, security and freedom and the rule of law, tranquillity and economic prosperity.

Introduction : Job Vacancies Head Office and its processes:

Applications for these vacancies should include i) a motivation letter explaining your interest in the post and ii) how you meet the required competencies and include:

- i. Name, address and contact details
- ii. Current mobile number and e-mail address
- iii. Summarized Curriculum vitae
- iv. Application letter and brief summaries of experience or qualifications
- v. Three referees, their addresses, e-mail, telephone contacts
- vi. Photocopies of academic certificates and other professional accreditations
- vii. Photocopies of National Certificate, National ID or Passport

Bring your application to any nearby SALF Based Offices in New and Old Fangak, Fangak County, South Sudan or submit an electronic application to SALF: salf2000@hotmail.com and Not later than 27th September 2019.

Address your application letter: Human Resource Officer, SALF Juba Office

Only short listed candidates will be contacted

Applications from qualified women candidates are encouraged

The position is open for all and preparedly the South Sudanese nationals as per see attached detailed 2 Docs:



Vacancy - Data Officer

Data Officer (1 post)

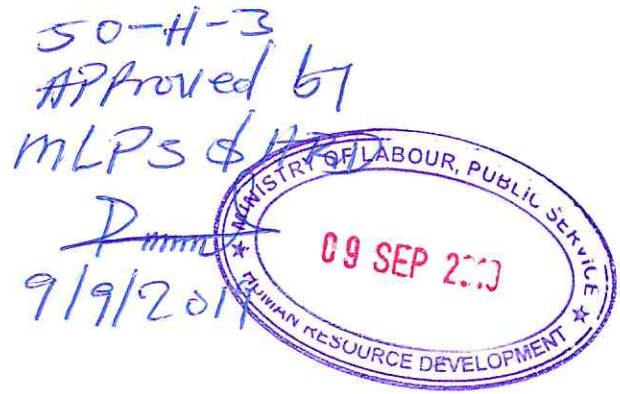
Duty station: Juba, South Sudan

Status: Full time

Duration: as per contract

Start-date: Immediately

Report to: Program Coordinator, Juba Office



A Data Officer Job Purpose:

A Data Officer will manage data collection, oversee data entry and analysis, and ensure the storage of data across the organization. He/She is task for analyzing and deriving insights from data to inform the organization work, strategy, and monitoring and evaluation. The Data Officer will also lead the implementation and maintenance of best practices in security systems f

Part of the officer's work is information security analysts design and implement security systems to protect the organization's computer networks from cyber-attacks and the officer help set and maintain organization security standards.

A Data Officer will be responsible to collected, stored and analyzed data.. He/She brings technical expertise to ensure the quality and accuracy of that data, then process, design and present it in ways to help the organization and partners make better decisions.

Key Roles & Responsibilities

- a. Serves as the head data officer;
- b. Receives, stores, and inputs data into the database, as permitted under the organization's internal security and safety protocols;
- c. Processes and tags data in the database;
- d. Engages in data quality control;
- e. Performs data verification and provides follow up instructions to organization staff, where data is insufficient or contradictory, on areas of improvement for data collection and entry/process;
- f. Analyzes data;
- g. Drafts reports based on the data evaluations to present findings, as requested by the Program Coordinator and the organization management;
- h. Provides training for staff on data entry and database
- i. Performs any other duties as may be assigned by the Program Coordinator

Minimum Qualifications/Experience

Leadership and Management Requirements:

- Bachelor's Degree from an accredited university or college in Information Technology or related field.
- MBA in information systems preferred.
- 2 to 5 years' experience in a data management role.
- Management experience.
- Strong leadership and communication skills.
- Project management skills.
- Analytically minded.
- Professionalism and ethical behavior

Data Analysis Requirements:

- Work experience as a data analyst and reporting or in related field.
- Ability to work with stakeholders and partners to assess potential risks.
- Ability to analyze existing tools and databases and provide software solution recommendations.
- Ability to translate data entry requirements into non-technical, lay terms.



- Experience in methodologies and processes for managing large scale databases.
- Demonstrated experience in handling medium and large data sets and relational databases.
- Understanding of metadata standards.
- High-level written and verbal communication skills.

APPLICATION PROCESS, HOW TO APPLY AND REQUIREMENTS

Applications for this vacancy should include i) a motivation letter explaining your interest in the post and ii) how you meet the required competencies and include:

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- II. Current mobile number and e-mail address
- III. Summarized Curriculum vitae
- IV. Application letter and brief summaries of experience or qualifications
- V. Three referees, their addresses, e-mail, telephone contacts
- VI. Photocopies of academic certificates and other professional accreditations
- VII. Photocopies of National Certificate, National ID or Passport

Bring your application to SALF Office situated at Bilpam Road, Opp. Medan Rambo Block IV; Plot # 12, Kuwait Area Juba, South Sudan. E-mail: salf2000@hotmail.com and Not later than 27th September, 2019. For any queries about office location please reach to us via these cellphone #s: +211 924 602 665 or +211 921 720 045

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