



Save the Children

SB-H-3

Approved by Senior Inspector
MOL/RCOT

26 SEP 2025

Job Advertisement

26/09/2025



26 September 2025

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 has zero-tolerance policy on conduct that is incompatible with the aims and objectives of the organization, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to Save the Children's policies and procedures and the standards of conduct expected and will therefore undergo through Legal vetting, reference/background checks

SCI is seeking to recruit: -

Job Title: Inter-Agency CP Information Management Manager (subject to funding)

Location: Juba with frequent field visits

Reports to: SCI Head of Protection.

Contract Period: 12 months (may be extended)

CHILD SAFEGUARDING:

Level 3: the role holder will have contact with children and/or young people either frequently (e.g., once a week or more) or intensively (e.g., four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

KEY AREAS OF ACCOUNTABILITY:

Information Management Coordination and representation

- As a member of the coordination team, contribute to the effective roll-out and monitoring of the core cluster functions (as outlined by the IASC Reference Module) and to the Humanitarian Programme Cycle (HNO, HRP and CCPM),
- Support the IM function and coordinate with others within the function to ensure effective communication, reporting and engagement,
- Actively engage with other IMs through relevant Working Groups and representing the child protection sector as relevant at national and sub-national level groups,



- Promote harmonized and coordinated approaches to IM across partners, AoRs/ Clusters/ Sectors/ Working Groups and OCHA at National and sub-national level

Information management function support and strategic response planning

- Implement an IM strategy and data collection and analysis plan that consider the information needs of stakeholders and that are compliant with standards and protocols for ethical data and information management and that is aligned with the national level IM strategy and plan,
- Implement regular secondary data reviews and primary data collection including designing questionnaires using appropriate tools,
- Conduct data processing including organizing, cleaning, triangulate, evaluating, and validating the data,
- Analyse data to meet identified information needs of child protection members and other stakeholders,
- Create accurate, quality, and timely information products that are in line with agreed standard guides,
- Disseminate information and information products through appropriate channels,
- Maintain and ensure the accessibility of a common and shared secure storage system,
- Gather feedback on IM products and use them to make improvements.
- Implement partner presence mapping at national and sub-national level
- Contribute to strategic planning, response prioritization and the development of the HRP or other response plans as relevant, including the formulation of objectives, indicators and targets, prioritizing response modalities and activities, identifying and quantifying inputs and the curation of data.

Needs assessment and analysis for child protection

- Working collaboratively with other members of the Protection Cluster at national and sub-national level, contributes to the planning and implementation of needs assessment and analysis, including joint assessments and analysis, as requested,
- Collect information on economic needs, markets, and price monitoring to support the equal consideration and use of all programme delivery modalities (in-kind, cash, voucher and services) as relevant at sub-national level,
- Work with sub-national Cluster participants to identify information gaps, agree and implement ways to bridge those gaps by providing technical support to partners,
- Analyse needs assessment data to provide required information for the HNO including estimating People in Need (PIN),
- Contribute to the comparison and alignment of joint needs analysis findings with other AoRs/ Clusters/ Sectors/ Working Groups and participate in developing reports as relevant at sub-national level.

Implementation and monitoring of information flow and data

- Use and update the 4Ws/5Ws monthly and periodically update the partner capacity map.
- Prepare regular reports, analyses, and dashboards, based on the 4Ws/5ws; and keep the website updated with relevant reports, assessments, and other documents.



- Support monitoring in the areas of information flows, dissemination, processing, analysis and dissemination for the child protection sector
- Contribute to quantitative and qualitative gaps and coverage analysis to identify spatial and temporal gaps, overlaps and coverage of the sub-national Cluster/ Sector/ Working Group humanitarian response,
- Monitor adherence to relevant sector quality standards, regulations and codes at sub-national level

QUALIFICATIONS

- An advanced university degree (master's or higher preferred) in information management, GIS information systems, Computer sciences, data science, statistics, or related field.
- Relevant professional experience in information management, data science, statistics, or related field.

Demonstrable technical expertise managing data and information cycle: from data collection, storage, and analysis for diverse data sets, as well as presenting information in understandable, effective, and visually appealing tables, charts, graphs, maps, visuals and reports.

EXPERIENCE AND SKILLS

Essential:

- Minimum 2-3 years working experience in IT/ data management field with an international NGO.
- Previous experience in data management, previous experience of data management/information management systems programming preferred.
- Experience in demonstrating strong information management skills in a professional context is essential for this post.
- Experience in child protection, cluster coordination and information management would be essential.
- Experience in a humanitarian context is essential.
- Excellent IT skills, including the use of Excel (fundamental) and database software, is essential.
- Good problem solving and analytical skills are essential.
- Previous experience in training and capacity building of staff is desirable.

Research skills and resourcefulness is an asset

Application Information:

Click the provided link to apply ([SCI Career Site Careers \(oraclecloud.com\)](https://oraclecloud.com))

Please attach the following documents

1. Application letter/Cover letter and CV
2. Copy of Nationality ID must be a South Sudanese
3. Education Qualifications/ Transcript and Certificate.

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.

In case you face difficulty in accessing the link, please come to Save the Children head office Juba Hai Malakal or SCI Field Offices for technical support or submit hard copy.

Deadline for submitting applications: 16th, October 2025.

SCI to send a copy: MoJobadvert@gmail.com: (National Ministry of Labour email

