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Approved  
MUSA HADJI  
21/10/2019

**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

Vacancy No. JBA-2019/23/10/1



**Who we are?**

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, based on humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

**Country and Project Background:**

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Operational in the former Unity and Upper Nile States, DRC-DDG South Sudan Programme works in 6 field locations and expects to be a roughly \$30m+ programme in 2019-20, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit:-

Position Title:	Information Management Officer
Report to:	Programme Manager
Duty Station:	Aburoc
Contract Type	Fixed-term. Possibility of extension depends on funding availability
Eligibility:	South Sudanese National only
Employment Start Date:	ASAP
Salary	According to DRC DDG Salary policy - non negotiable
Advertisement Closing Deadline	20 <sup>th</sup> Nov, 2019, 5 PM EAT

**1. Overall purpose of the role:**

Under the direction of the Programme Manager, the Information Management Officer will be responsible for the management, analysis and sharing of data related to program activities as well as DRC's population of concern, with the aim to provide reliable, quality and comprehensive information that supports the development of an evidence-based humanitarian response.

The officer will support the team and specifically coordinate and conduct rapid mapping of services, populations and needs for displacement-affected populations in West Bank- Kodok-Aburoc, Fashoda County, producing and disseminating information products to support the information management needs of the response. The Information Management Officer will also be required to support the team on the ground by leading key information management needs, such as Databases, Google Drive, tools, products and forms.

**3. Main Responsibilities:**

- **Information management strategy and standards**  
Contribute to the development of DRC's information management strategy;
- Ensure the compliance of information systems and process with the applicable standards and guidelines related to



information management and data protection.

### 3.1 Data management and analysis

- Ensure effective data management, including proper filing system of both hard and soft copies;
- Ensure availability of updated and quality information for informed decision-making by DRC's program team.
- Responsible for both data quality and integrity;
- Take lead in MEAL data collection exercises such as Post Distribution Monitoring and evaluations.

### 3.3 Information dissemination

- Drafts information products such as reports, charts and infographics to facilitate dissemination of information;
- Contribute to the development and implementation of a dissemination plan for all information products
- On monthly basis, ensure area databases (including MEAL database) are up to date

### 3.4 Reporting

- Provide quality data for biweekly and monthly reports;
- Ensure regular and consistent update of result trackers and Indicator performance tracker on the basis of available data;
- Support with production of Collective Site and Community Centre profiles;
- Produce and file statistical and graphical reports;

## PERSON SPECIFICATION

### Qualifications and Experience:

- 2 years of relevant and professional experience at the national or international level in information management, database management, mapping and web development, Monitoring and Evaluation, emergencies, development, and social work

### Required education

- University degree in Information Technology, Information Systems, Statistics, Social Sciences or a relevant field;
- Knowledge of different data collection methodologies and proven capacity to analyse statistical information
- Proven ability in data collection, compilation, analysis and reporting, clear and concise writing and effective oral communication;
- Proven skills in infographic management;
- Advanced English proficiency. Fluency in Classical or Juba Arabic. Fluency in local languages will be an added advantage

### All DRC roles require the post-holder to master DRC's core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

### How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV, copy of South Sudanese national ID and academic documents to Human Resources department through: [ssd-jobs@drc.ngo](mailto:ssd-jobs@drc.ngo)  
**OR**, submit your hard copy application to the Human Resource department to the attention of [Finance/ Human Resources and Administration officer](#), DRC-DDG Office in Aburoc or any DRC-DDG Office close to you.

If you hand deliver your application ensure the title of the position/vacancy number **MUST** be clearly marked in the application and on envelop **and** if you apply through email, the title of the position/vacancy number, **MUST** be indicate in the subject line.

**Gender equity:** DRC-DDG is committed to achieving gender parity in staffing at all levels. In light of this, Female candidates are particularly encouraged to apply to bridge the gap.

**Equal Opportunity:** DRC-DDG is an equal opportunity employer. We value diversity and we are committed in creating an inclusive environment base on mutual respect for all the employees. We do not discriminate based on age, sex, disability status, religion, ethnic origin, color, race, marital status, or other protected characteristics.

### Further information

**Please note, as this positions is urgent, applicants may be shortlisted and interviewed prior to the closing dead line.**

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.southsudanngoforum.org/boards/index.php?board> for other suitable opportunities.

