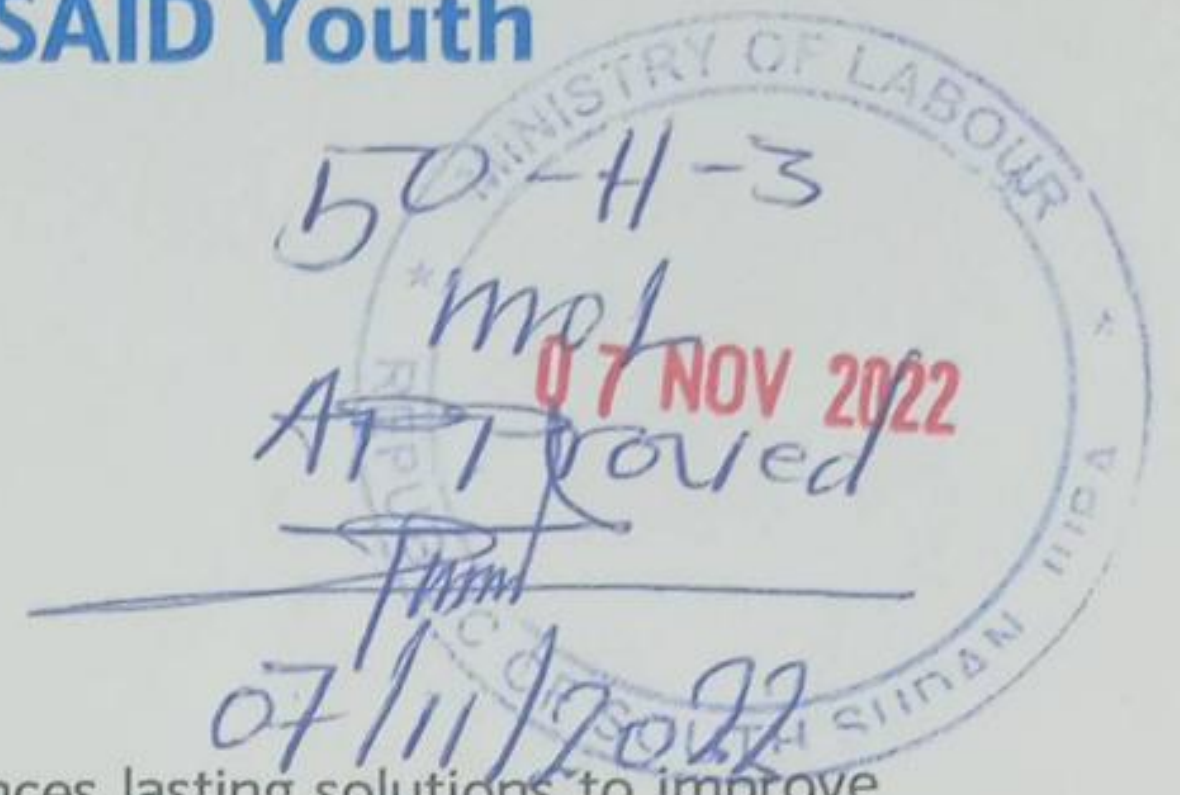


Database Manager – South Sudan – USAID Youth Empowerment Activity

Position Location: Juba, South Sudan
Project Name: USAID Youth Empowerment Activity
Anticipated Start Date: Immediate



EDUCATION DEVELOPMENT CENTER (EDC)

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and underserved populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

EDC is committed to equity, diversity and inclusion in the workplace.

We are looking for candidates who share EDC's commitment and understand the importance of cultural responsiveness in today's context.

Project Description

The USAID Youth for Empowerment Activity will reach 25,000 South Sudanese youth in 13 counties across five states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. The USAID Youth for Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

Position Description

The Database Manager will assist in the design and development of a data collection and management system for the project team. S/he will manage and troubleshoot the Monitoring & Evaluation database and be responsible for generating project reports, as well as supervising periodic data quality audits. S/he will be responsible for development of appropriate dashboards, as required. The Database Manager will take the lead in the development of tools for collecting, assuring quality, entering, storing, retrieving and organizing project data.

S/he will also support the MEL Director and collaborate with the MEL Officer in the development of training and providing support for data collection, analysis, dissemination, and use at all levels of service delivery. This position reports to the MEL Director. This is a full-time position based in Juba South Sudan.

Essential Functions, but are not limited to:



- Develops standard operating procedures and systems for data collection, storage and analysis of data;
- Designs and manages upkeep of project database, including regular data security and quality assurance activities, such as storage and backups, testing of data integrity, periodic recovery testing, and logical consistency checks;
- Analyzes data for dashboards, reports and presentations;
- Troubleshoots issues with participants' use of paper forms and tablets for data entry into Performance Tracking System and provides technical assistance, as needed;
- Builds the capacity of project staff on basic and advanced data management skills, data processing protocols and assisting with statistical analysis;
- Develops and enforces project-wide data processing protocols, including manuals and reference guides, for proper use of the project database and related functions;
- Assists in planning and implementing data reconstruction exercises;
- Supervises the implementation of routine data quality audits;
- Provides technical guidance to other staff in data management;
- Maintains updated data collection and reporting tools;
- Works with project staff to find and implement technological solutions to data-related challenges;
- Produces regular reports according to the guidelines determined by project management;
- Works with project team members (in South Sudan and Washington, DC) and partners throughout the country to ensure the database functionality meets their needs;
- Supports the development and conduct of presentations related to data and dashboards as needed;
- Other duties, as assigned.

The candidate for the position of Database Manager shall have at a minimum the following qualifications:

Education:

Bachelor's degree in computer science or other related degree required. Master's degree preferred.

Skills and Experience:

- 5 to 6 years' experience developing, managing and troubleshooting M&E databases required;
- Minimum 3 to 5 years' experience working with international NGOs, preferably in the education sector; experience with USAID-funded projects desirable;
- Experience with data collection software such as SurveyToGo and KoBo Toolbox, including programming software onto tablets for data collection purposes;
- Experience in training and mentoring others in electronic data collection, especially using tablets, preferred;
- Experience conducting statistical analysis of data and proficiency in Microsoft Office suite;
- Strong organizational, communication, computer, and interpersonal skills;
- Experience creating data visualizations, including charts, graphs, and maps;
- Demonstrated ability to work independently with minimal supervision, as well as within a team setting;
- Must be able to negotiate diplomatically and function well under pressure and meet strict deadlines.



Candidates must also demonstrate knowledge of the following computer languages and systems.

- **Excel** – ability to use advanced formulas, functions, and calculations to analyze data. Create and update database through connected worksheets. Should be able to clean, transform, and relate data from multiple sources.
- **Excel + Power Query** – ability to create Excel connected to SQL database report templates. Should be capable of using Power Query to clean, merge, pivot/un-pivot, and transform data.
- **Structured Query Language (SQL)** – Understands T-SQL to build complex queries and sub-queries as well as how to filter, group, join, and sort the results. Uses SQL Server Management Studio (SSMS) and other query tools to connect, query, and manage databases. Familiar with SQL database structures (not Access), can build SQL queries using SELECT statements from one or many different related tables to output data from SQL databases. Understands database fields and properties, database relationships, primary and foreign keys, can read a database ER Diagram.
- **SQL Databases** – Can create relational database structures, tables, fields and properties, primary and foreign keys, and indexes. Creates complex SQL queries, Store Procedures, and Functions. Preferable experience in Microsoft SQL Server databases. Imports and Exports data to and from databases or different sources in multiple formats. Can backup or restore databases between work environments.
- **Power BI** – Ability to create basic Power BI dashboards and data visualizations connecting to external data sources like Excel to analyze data. Understands the different types of Charts, Graphs, and tables to visualize data. Creates filters, measures, and columns using DAX formulas. Can publish, update, and share dashboards and reports

Language:

Advanced proficiency in written and spoken English. Knowledge of and proficiency in at least two local languages spoken in Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal highly preferred.

Job closing date: November 25, 2022

To apply, Applicants are encouraged to visit the Careers Page at: <https://go.edc.org/SouthSudanJobs>

Or hand deliver applications, enclosed in an envelope, to the Security Desk of River Camp/AFEX addressed to the attention of The Chief of Party, Education Development Center, (EDC), USAID Youth Empowerment Activity. Indicate on the envelope the position applied for.

Applications will be progressively reviewed as they are received.

Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

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