



Job Opening
Shejeh Salam Activity

TITLE: Database Officer
DURATION OF CONTRACT: One-year, renewable
LOCATION: Juba, South Sudan
SUPERVISOR: Monitoring, Evaluation and Learning (MEL) Director

Are you passionate about advancing career in Data Management? Join our motivated and talented Shejeh Salam team as Database Officer. This is a great opportunity for a Database Officer that is looking to progress their career with the most advanced Monitoring and Evaluation data management software.

Project Background:

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan and is building the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam Activity programs in Juba, as well Unity, Western Bahr el Ghazal, Upper Nile, Greater Jonglei, and Eastern Equatoria regions, although geographic focus may shift. Shejeh Salam is a primarily small grants Activity, issuing in-kind, cash reimbursable, and deliverable-based grants (activities) to targeted civil society actors.

Position Summary:

As Database Officer you will play an important role within the MEL & Program departments of Shejeh Salam overseeing the database where all relevant program and MEL information is stored and managed. The Database Officer will also be the main point of contact for tracking grant expenditures, and whether or not all grant items have been procured, invoiced, and delivered to partners. This position currently reports to the MEL Director and ensures that all program data is accurate, coherent, current, consistent, and safeguarded. The incumbent will communicate regularly with the program, MEL, and finance teams, as well as interacting directly with Senior Management and USAID counterparts.

Duties and Responsibilities:

- Become familiar with Shejeh Salam's activity management database and MEL results framework
- Administrative support to the grant development process
- Validate activity targets at all stages of grant development
- Track all grants in the database including reflecting all grant information on a rolling basis, including tracking of grant expenditures / disbursement, and whether or not all grant items have been procured, invoiced, and delivered to partners
- Update grants' disbursement after the finance team has shared the weekly grant tracker
- Audit all grant documentation for accuracy, consistency, and compliance
- Review data summary tables for completeness, accuracy, and consistency, before upload into the database
- Oversee the integrity of the MEL data by working with colleagues to verify the data from the various sources, systems, and associated program processes
- Serve as the primary point of contact for the Shejeh Salam Activities database, identifying opportunities to improve systems and data management
- Support Shejeh Salam team members and USAID representatives to use the database as needed, providing clear direction, coaching and support for the most effective use of the database
- Ensure compliance with data protection and that best practice is followed with regards to use and maintenance of data stored
- Ensure key performance data and indicators are gathered, analyzed, and reported, alerting the MEL Director and other senior management to any issues or concerns to be resolved

- Create templates and produce reports for USAID and key internal stakeholders as directed by MEL Director and/or Senior Management
- Liaise with program teams in the field to ensure timely submission of project deliverables
- Manage the collation and storage of activity updates
- Any other responsibilities as assigned by the MEL Director or Senior Management

Education and certifications:

Post-Secondary Diploma in relevant field required but University degree preferred. Other relevant certifications will be considered (e.g., professional database and data management certifications).

Key Position Competencies and Experience:

- Minimum of 2 years of professional experience preferred, including experience in managing databases
- Experience collecting and compiling information
- Prior experience working on USAID-funded projects preferred
- Knowledge of advanced excel, SQL query skills preferable
- Experience mentoring and training stakeholders to effectively use databases and run reports
- Effective written and oral communication as well as interpersonal skills
- Demonstrated problem solving and analytical skills and good judgement
- Be proactive, have strong prioritization skills, and versatility
- Have integrity, empathy, and demonstrated ability to work cross-culturally
- Fluency in English, Arabic and other local languages spoken in Shejeh Salam target geographies preferred

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal

Application Process:

To apply, please send your **CV** and **Letter of Motivation** as one single document to Shejeh Salam-administration@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, and phone number; and DO NOT submit any other recruitment documents at this time. In the **email subject line**, include the **title AND location(s) of the position** you are applying for, as advertised at the top of this job vacancy announcement. If you are applying for multiple positions/roles at DT Global, please submit separate emails for each position you are applying to. Please **apply electronically**, DT-Global will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Wednesday, November 9, 2022, at 5:00 PM, South Sudan time.** Emailed CVs received after this time will be deleted.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

