

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. JBA 2023/11/8/0003

50.43



Who we are:

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 and currently working on all aspects of 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, on the basis of 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.

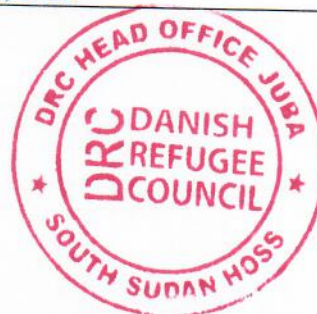
The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, 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 (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC 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. Currently DRC is operational in greater Equatoria, Unity and Upper Nile, Jonglei and Western Bahr El Ghazal States, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, Food Security and Livelihoods, Demining and peacebuilding.

DRC Seeks to Recruit:

Position Title	Information Management Specialist
Reports to	MEAL Manager
Duty Station	Juba
Contract Type	Standard
Employment Start Date	As Soon as Possible
Salary	According to DRC Salary Policy
Eligibility	South Sudanese Nationals Only
Advertisement Closing Deadline	30th August, 2023



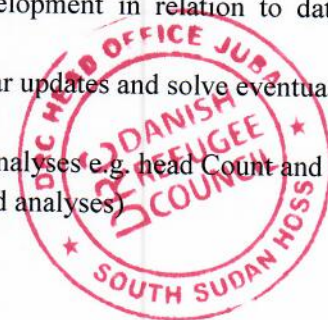
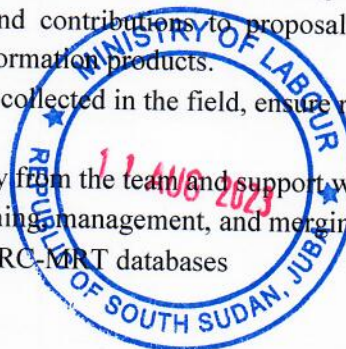
The overall purpose of the role

The Information Management (IM) Specialist is 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 and related products that support the development of an evidence-based humanitarian response. She/he is a focal point for DRC MEAL DHIS2 Data System responsible for the development, maintenance, and execute the process of integrating the MEAL Data system with other tools like Power BI. The role also supports the Mobile Response Team (MRT) in the implementation of semi-static and roving/mobile CCCM activities across South Sudan

Responsibilities:

Information management support

- Provide Information Management (IM) technical support, including in relation to data management, analysis, visualization, and quality control of data gathering and dissemination.
- Providing technical assistance in relation to the information management system that the country office is using to collect, store and analyse data related to the persons of concern, services delivered, and all program activities.
- Supporting other functions such as data extraction, validation, analysis, reporting figures, and creating tools with the aim to provide reliable, quality, and up-to-date information.
- Extract data from DHIS2 MEAL database and conduct preliminary data analysis for each project focusing on target versus achievement, identify gaps, and share with MEAL Manager.
- Create, update, and maintain Power BI dashboards for beneficiary reach data; Create graphs and charts using power-Bi, Update and publish the dashboards and snapshots such as site profiles, service mapping, etc. on a monthly and quarterly basis.
- Information dissemination: Drafts information products such as charts and infographics by turning data into graphic products to facilitate the dissemination of information to programme team for the purpose of reporting and information sharing.
- Data protection: Ensure strong data protection during data entry, data analysis, or data filtering and that info/data is not shared externally without the approval of the MEAL Manager.
- Support the team in producing cluster reports such as 5Ws/Activity info, service mapping, service monitoring, site profiles, SITREPs, etc.
- Keep good records of cluster reports such as the 5Ws, service mapping, service monitoring, site profiles, SITREPs, etc. as well as assessment reports.
- Act as the information management focal point for Clusters, especially the CM who manages quite a lot of IM products and attends to information management-related queries from the clusters with the support of relevant Technical Coordinators (TCs).
- Train/orient/induct teams on basic information/data management.
- Provide necessary support and contributions to proposal development in relation to data available and any relevant information products.
- Cross check Head Count data collected in the field, ensure regular updates and solve eventual discrepancies;
- Manage data received monthly from the team and support with analyses e.g. head Count and multi sectoral data (Data cleaning, management, and merging and analyses)
- Support the maintenance of DRC-MRT databases



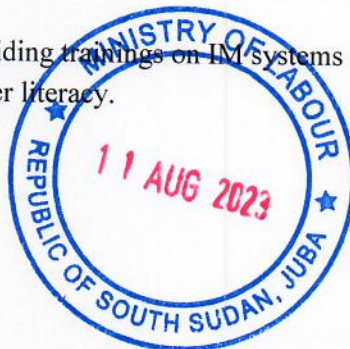
- Develop maps for supporting operations, mapping displacement, flooding etc and use GIS for conducting spatial and temporal analysis of hazards
- Support the regular transfer/channelling of collected data and information to other relevant stakeholders (e.g. DRC departments, cluster, other CCCM partners) using agreed upon templates and respecting timeframes.
- Any other duty requested by MEAL Manager.

DHIS2 Systems Technical Support

- Analysis and maintenance of existing data systems.
- Execute the process of integration the MEAL Data system with other tools like Power BI/Tableau.
- Provide server-side support for the MEAL DHIS2 data systems
- Provide regular maintenance and bug fixing of the DHIS 2 systems
- Provide a helpdesk for MEAL and programme teams
- Perform systems analysis, design, development and maintenance of the DHIS 2 and related systems
- Advise and recommend the DRC regarding latest updates in DHIS 2 platform
- Advise and recommend the DRC regarding training of users in new features of DHIS 2
- Conduct training of new users and refresher trainings as required
- Identifies technical gaps in the program DHIS2 and identifies/implements solutions to meet these gaps.
- Any other duties as assigned by DRC management.

Required skills, experience and competencies.

- A minimum of 5 years of experience in information/data management systems in a humanitarian context.
- Extensive experience in managing excel files and their functionalities both offline and on google drive, in addition to writing complex excel formulas and VBA codes.
- Experience working with large scale data management preferred.
- Excellent analytical, communication and report writing skills.
- Programming experience in Java, C#, Python, PHP, Android.
- Extensive experience in generating statistical dashboards, graphs and info graphics, and visualizing data using Microsoft Power BI.
- Experience in systems integration, programming using API's, XML.
- Experience in administration of enterprise databases: Postgres, Oracle, MySQL, MS SQL Server.
- Experience in providing trainings on IM systems and products.
- Very good computer literacy.



<p>Education:</p> <ul style="list-style-type: none"> • A bachelor's degree in any of these courses: Information Technology, Computer Science, Computer Programming, Computer Engineering or any other related fields 	<p>Find the definition of DRC's Core competencies here</p> <p>All DRC staff should master the 5 core competencies:</p> <ul style="list-style-type: none"> • Striving for excellence: you focus on reaching results while ensuring an efficient process • Collaborating: you involve relevant parties and encourage feedback. • Taking the lead: you take ownership and initiative while aiming for innovation. • Communicating: You listen and speak effectively and honestly. • Demonstrating integrity: you act in line with our vision and values
<p>Languages:</p> <p>Full proficiency in spoken and written English and Arabic is required</p>	
<p>Key stakeholders:</p> <ul style="list-style-type: none"> • DRC MEAL Manager • Heads of Programmes, Grant team, Technical Coordinators • Project Managers • Area Offices and MRT MEAL Team at DRC • DRC Regional Office IM/IT Specialist 	

How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources Department through ssd-jobs@drc.ngo. OR Submit your hard copy application to the Human Resource Department to the attention of HR Officer DRC Office in Malakal/Juba or to any DRC field offices.

Title of the position/vacancy number **MUST** be clearly mark in the application and on envelop.

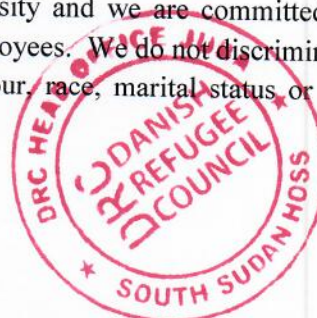
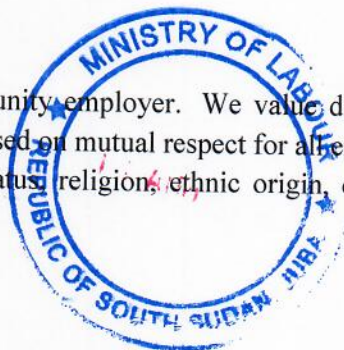
Further information

Please note, as this position is urgent, applications will be reviewed on a rolling basis and interviews may be held prior to the advertisement closing date.

We appreciate your application. However; only short-listed candidates will be contacted for interview. If you have not been contacted within one month 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://comms.southsudanngoforum.org/> for other suitable opportunities.

Equal Opportunities

DRC is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status, or other protected characteristics.



Safeguarding

DRC's Capacity to ensure the protection of and assistance to refugees, IDPs and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, Safeguarding and Anti – Corruption policies including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

