



**Save the Children**

**26 September 2023**

### **Re-Job Advertisement**

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.

SCI is seeking to recruit: -

**Job Title: Information Management and Data Protection (IMDP) Specialist**

**Location: Juba.**

**Reports to: Head of MEAL**

**Contract Period: 12 Months**

#### **CHILD SAFEGUARDING:**

**Level 3** - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people

The Information Management and Data Protection Specialist provides general data management and reporting support to the programme departments. The position will support all members of the programme team through provision of relevant data, whilst at the same time collecting and storing data and records and providing regular reports to the MEAL and Programme teams as relevant. He/she will work closely with MEAL teams and Technical Advisors to develop appropriate tools and systems. He/she will provide on-the-job and formal training to build the capacity of SC staff in data collection and management, to ensure that staff have the necessary skills and knowledge to perform their roles correctly. In addition, he/she will implement a strategy to ensure that data protection mainstreaming is part of the culture within SC South Sudan and is understood as an opportunity rather than just a constraint.

**Reports to: Head of MEAL**

**Staff reporting to this post: *IM coordinators/officers***

**Budget Responsibilities: None**

#### **SKILLS AND BEHAVIOURS (SCI Values in Practice)**

##### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

##### **Ambition:**

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others



- Future orientated, thinks strategically

**Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

**Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

**Integrity:**

- Honest, encourages openness and transparency.



**QUALIFICATIONS**

- A university degree in a relevant field (such as computer, statistic data management, social science, humanitarian, development, or a related subject area)

**EXPERIENCE AND SKILLS**

*Essential*

- At least 5 years' experience in the development and use of information management, GIS, database system, and other information management tools, systems and procedures.
- Advanced knowledge and skills on graphic design and data visualisation with the ability to translate complex digital information into clear and attractive graphic representations using business analytic platforms like Power BI or Tableau
- Advanced computer skills in particular competency in the use of Windows MS Office programs (Word, Excel, Power Point)
- Experienced with mobile data collecting tools (e.g., Commcare, KoboToolbox, ODK, XLSForm),
- Experience in providing IM support in a disaster response and recovery operation
- Experienced with ArcGIS, QGIS or any other enterprise GIS software
- In depth knowledge and experience of information technology and data management systems
- Knowledge of cybersecurity risks and information security standards
- Experience in a similar role and understanding of the data protection risks faced by a large data-driven organisation with the ability to conduct the role independently and with integrity
- Ability to make good judgements regarding data privacy risks and to prioritise resources and activity around managing those risks
- A good understanding of Privacy Law, Information Technology, and Project/Change Management
- Experience in more than one of the Save the Children priority sectors: education, child protection, child rights governance, child poverty, health and nutrition
- Excellent interpersonal communication and leadership skills
- Effective at collaborating and influencing across departments and sectors
- Excellent skills in training, capacity building, coaching, and mentoring
- Excellent project management skills including demonstrated ability to set and manage priorities and multiple tasks, outcomes and deadlines oriented.
- Ability and willingness to dramatically change work practices and hours, and work with incoming teams, in emergencies
- Previous experience working in the field and understanding of South Sudan context.
- Commitment to and understanding of Save the Children's aims, values and principles including rights-based approaches
- Fluency in written and spoken English.





- Significant experience of MEAL approaches

**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

**Child Safeguarding:**

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.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

**Humanitarian response**

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

**Application Information:**

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))

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 to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR Technical support

**Deadline for submitting applications: 13rd, October, 2023.**

**Cc: [MoJ.Jobadvert@gmail.com](mailto:MoJ.Jobadvert@gmail.com):(National Ministry of Labour email Address Juba)**

