

## Job Advertisement – Data Clerk SAMS PROJECT

Fondation Caritas Luxembourg (FCL) is an international non-government organization active across 11 countries. In South Sudan, FCL implements Food Security and Livelihood, Nutrition, Health, WASH and Humanitarian Aid projects in Central and Eastern Equatoria States.

FCL is currently searching for an experienced **Data clerk** to implement a Smallholder Agriculture Support Project in Eastern Equatoria. The duty station is **Magwi County**, Eastern Equatoria, with frequent visits to the project sites. Interested applicants are requested to submit their CVs (maximum 3 pages) and cover letter to [secretariat@caritasluxssd.lu](mailto:secretariat@caritasluxssd.lu) **latest by 8 June 2023**. Female candidates are highly encouraged to apply

### Scope of work

The scope is the "**Capacity Strengthening for Smallholder Agriculture and Market Support in Magwi, Eastern Equatoria - SAMS Project**". The Data clerk supports SAMS Project Manager in the implementation of the project activities as per the detailed project documents such as as logical frameworks, rationale, budgets and donor agreement.

### Role and responsibilities

#### Project implementation

- Collect weekly market price data and reports
- Organise and participate the production of digital radio programmes and other awareness activities
- Plan for project's day-to-day activities as indicated in the projects documents and assigned by the Project Manager.
- Keep all files and documents of the organisation for the field activities to be used for reporting.
- Accurately supervise the Assistants data clerks in recording the quantity (Kgs) of cleaned grains purchased from each farmer at the RAC and Issuing of voucher to farmers upon receipt of grains.
- Oversee and ensuring that all the assistant data clerks Maintain daily log of the farmer's record register by clearly recording the details of farmers who will deliver their grains for sale at the RACs.
- Ensuring that all the cooperative Keep accurate records and documentation of all procurement and deliveries of grains in to and out of the RAC including the total quantity of grains available at the store at any one point, quantity dispatched and quantities delivered to the main RAC from Sub RACs.
- Help keep track of inventory and assume responsibility for proper storage and see to it that what was delivered matches with the available stock in storage. He/she ensures that the assistant data clerk maintain updated files of all voucher issued, way bill, farmer registers and reports at RAC level.
- Supervise and ensure that all the assistant data clerks control the cleaners to carry out daily sweeping of the store at the end of each work day to keep the facility clean and free from grain spillage.
- Carry out daily inspection of the store and stored grains for damage. He/she is expected to carry out daily check for potential hazards, such as faulty equipment, pest infestation, dampness/moisture build up in the store and take immediate corrective measures or report to the RAC supervisor.
- Ensure grain quality checks including measurement of moisture content are strictly administered during the grains buying so that all grains that will be procured meets all the WFP stipulated standards without any compromised.
- Provide guidance to farmers visiting the RACs on the recommended grain quality standard that are required and what they can do achieve such quality.
- He/she is responsible for posting of weekly grain buying prices at community meeting points, trading centers and the RAC so that farmers are clearly aware of the prices being offered for the grains at the store.
- Coordinates with the assistant data Clerks and the RAC supervisor to ensure that grains aggregated at the sub RACs are transported to the main RAC for further storage. He /she will have to sample and further check deliveries from the sub rack to confirm they are of the required standard before storing them in to the main RAC.

- In coordination with the information officer, the RAC supervisor will participate in weekly market price data collection for essential food commodities beside that of maize grains and submit to the information officer for compilation. Occasionally, he/she might be required to carry out rapid crop harvest assessment with farmers /farmer groups to determine the volume of different crop harvest at the Payam level
- Ensuring that all the data has been captured in the records
- Community mobilisation
- Helping information officer in collecting data relating to seeds procurement of maize and market surveys in Magwi County.
- Assisting the accountant/project staff in Data validation and compiling
- Supervision of loading and offloading of seeds and tools from Stores
- Reconciliations of stock in store available physically and the recorded data

#### Capacity building

- Provide feedback to the manager on how to best support the local communities capacity building process interms of data management and recording.
- Promote strong linkages and exchange with other FCL projects engaged to ensure the sharing of best practices and expertise.
- Promote a knowledge sharing and learning culture to the community of the area of data recording and management in project implementation.
- Develop and adapt training materials(handout, presentation, etc.) and tools to monitor effectiveness of trainings, including posters.

#### Monitoring and Evaluation

- Contribute to weekly, monthly, quartely and annual reports submission as required
- Ensure the quality and accuracy of every reports provided by the extension workers and the Cooperative/RACs.
- Review all the documents and capture lessons learnt as to asses the project performance.
- Collect informations/complaints of the farmers and provide the feedback.

#### Functional relationship

- Report to the project Manager.
- Supervise the extension agents and the Cooperative/RACs activities.

Candidate profile and experience required	
<ul style="list-style-type: none"> <li>• At least a Bachelor degree in commerce/accounting.</li> <li>• Good knowledge of recording and data management management.</li> <li>• At least 1 years of experience in data management/accounting.</li> <li>• Ability in team building and good organization skills</li> <li>• Flexible, patient and adaptable to a changing environment.</li> <li>• Identification with Caritas' values of .</li> <li>• Capacity to work under stressful conditions or in conflict-affected zones.</li> <li>• Prepared to work and live in a challenging and remote location.</li> </ul>	
Languages	
<b>English :</b> Excellent English writing and verbal communication <b>Other languages :</b> Fluency in arabic and any other local language	
<b>IT competencies</b>	<input type="checkbox"/> Word <input type="checkbox"/> Excel    Other: Good Knowlegde of Office software package

