



Save the Children International

Information Management Assistant



- # Vacancy No: 5337
- 🏢 Section/Unit: Child Protection
- 📄 Grade Level: NAT 5
- 👤 Supervisor: Head of Program Implementation HPI
- 👥 No. of Post: 1
- 📍 Duty Station: White Nile
- 🕒 Duration: 9 Month
- 📅 Closing Date: 06 May 2024

📖 Background:

CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

📖 Duties and responsibilities:

General:

- Comply with Save the Children policies and practice with respect to child safeguarding, code of conduct, health and safety, equal opportunities, and other relevant policies and procedures.
- Enhance the current IMS in place and support the rollout and development of new databases in collaboration with the Programmes and MEAL Team.
- Propose solutions to improve the current Information System and switch to a better and more stable system.
- Improve the Information Management processes to increase accuracy and/or simplify/streamline activities.
- Ensure data confidentiality and protection, following the specific recommendation of the Projects and Data security and Humanitarian projects manager.

Project Information gathering:

- Initiate communication channels with all units to collect and gather all needs and identify the best method to collect data and information.
- Perform analysis (Simple) using available tools (Power BI) software products and extensions.
- Design databases and ensure it meets users' needs.

Create and Maintain Live Database:

- Maintain up-to-date and accurate information documentation for reference purposes.
- Digitalize and edit information.
- Support feasibility assessment for electronic case reporting mechanism in consultation with the education team. (Use Digitalized methods).
- Register humanitarian access and security incidents and risks and build a Database to keep the incident on track and analyze trends.
- Design high-quality database products utilizing Online available (office 365 solutions).
- Prepare complex maps and perform analysis and data processing with import/ export routines.
- Prepare and update the monthly IPTT report in coordination with programme and MEAL team.

Capacity Building:

- Engage with government authorities and local partners to support Database needs and information management.

Internal and external reporting:

- Ensure high quality and timely external reporting, including but not limited to Activity Info.
- Support the Programme team in data analysis for project proposals and internal reports.
- Provide specific data and produce data analysis across different departments as per request.

Archiving

Ensure proper and regular backup (Cloud secure data storage space) of programs data in coordination with the Programme team.

Minimum Qualification, Skills and Experience Required:**QUALIFICATIONS, EXPERIENCE, AND SKILLS:**

- Diploma 2 years – preferable Bachelor's degree in relevant field (e.g. computer science, IT and information related certificate)
- Minimum of 2 years' experience in the information management field, with a very good knowledge of DB tools and systems.
- Good knowledge of Office 365 (word, Excel, PowerPoint) and the Power BI.
- Comprehensive computer skills across multiple IT packages and systems.
- Excellent oral and written communication and interpersonal skills to effectively communicate and work with departmental staff and management, including at a distance
- Diplomatic mind set, respectful of the diversity of experiences and points of view in intercultural teams.

- Proven organizational skills with an ability to deliver consistently to deadlines on operational and project responsibilities.
- Demonstrated capacity to work autonomously under pressure and with tight deadlines.

Females are highly encouraged to apply.

Kindly apply through the below link. Only short-listed candidates will be contacted for next steps. The closing date will be on **06/05/2024**. Any application after this date will not be considered. All interviews will be done in the Save the Children office or remotely.

Disclaimer: Save the Children International does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents. SCI will be undertaking child safeguarding checks for all candidates. The selected candidate will be asked to provide a police check before signing the contract.

To Apply https://hcri.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/5337?utm_medium=jobboard

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