

Vacancy Announcement for an International NGO

Position Vacant: ICLA Database Technical Assistant

Position:	ICLA Database Technical Assistant
Reports to:	Information Management Officer (IMO)
Supervision of:	N/A
Duty station:	Roving / Washokani and Serekaniye Camps
Number of positions:	1

Duties and responsibilities

Specific responsibilities

- Work with IMO and program team to design and implement questionnaires for effective information collection and community engagement related to programme objectives;
- Ensure that data and information for programme activities is collected and analysed in relation to programme objectives;
- Work with program team and coordination partners to design, implement, and follow up on information management activities related to community engagement activities;
- Work with IMO to prepare reporting and maintain accurate database to store the most up-to-date data;
- Work with IMO as required to design and maintain the project's filing system to ensure that data and updated information is archived for easy access and reference;
- Work with IMO as required to design and maintain Mobenzi/ODK data collection and analysis system for the programme;
- Work with IMO and with Field teams as required to ensure that the information from the field is transferred to database systems and shared through feedback mechanisms;
- Work closely with the IMO and other senior ICLA staff as required to ensure compatibility of data collection and management for donor reporting;
- Work closely with the IMO and other senior ICLA staff as required to identify challenges in information and data collection tools and activities, identify solutions and implement them;
- Produce reports containing qualitative and quantitative information as requested by the IMO, Project Coordinator/s and the Program Manager.

Qualifications

Generic professional competencies:

- Experience from working as a Database Project Assistant in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Fluent in English and Arabic preferred

Context/ Specific skills, knowledge and experience:

- Experience in developing and maintaining databases
- Theoretical and practical knowledge of database development particularly MS Access and Sequel Server.
- Advanced knowledge of MS Office products, notably MS Access and MS Excel

- Experience of data entry work
- University Degree required, non-formal education in IT valued.
- Three to five years working experience
- Strong attention to detail, accuracy, and dependability
- Ability to manage multiple projects simultaneously while meeting deadlines
- Ability to handle confidential information appropriately
- Understanding the nature of work carried out by programs is necessary for ensuring the relevance and usability of the data entered.

Personal qualities:

- Handling insecure environment
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect

How to apply:

- Please send your CVs as email attachment to this email address: nes.vacancies@gmail.com
- Please include the title of the position you are applying for with the location in the subject of the email, otherwise your application will be discarded
- Deadline for application: **July 25, 2021**

Applications from females highly encouraged

Only successful candidates will be contacted