



Job title: Information Management Assistant

Band: I

Reporting to: Protection Manager

Technical line manager: Protection Team leader

Direct reports: N/A

Unit/department: Protection

Location: Nduta/Nyarugusu camp

Deadline 28 September 2022

Overall purpose of the role:

Management of Information under Protection Project

Responsibilities:

- Provide support in ensuring that targets are met under DRC's agreement with donors, in order to be accountable to the stated goals of the programme.
- Providing technical inputs to the programme throughout project cycle in relation to Information Management.
- Participate in designing of various M & E tools in close cooperation with MEAL team.
- Design and Manage database for entering data collected by Protection Team during Protection Monitoring.
- Provide technical support and on-the-job coaching to Protection team in

database design and use of software of data collection like KOBO toolbox/Open Data Kit (ODK) etc.

- Assist in data collection and analysis regarding the activities implemented mainly from needs assessments, baseline assessments, regular program monitoring (e.g. PDM), Mid-term evaluations, final evaluations and household surveys. This will be done in collaboration with the DRC's MEAL Team.
- Support in ensuring comprehensive documentation and provide inputs for reporting on program implementation progress.
- Contribute in documentation of lessons learned and ensuring that are reflected in program planning and decision making.
- Provide inputs for program Development.
- Networking and representation at the field level.
- Ensure implementation of community-based protection activities are in compliant with the Core Humanitarian Standards (CHS) and the DRC's Code of Conduct (CoC).
- Provide timely and quality inputs for project narrative reports in accordance to donors' requirement.
- Foster and maintain excellent working relationships with key humanitarian actors – local and international, including government authorities and private sectors.

Experience and technical competencies:

- Experience in Monitoring, Evaluation, Accountability and Learning (MEAL)
- Computer literacy (e.g. analytical software, internet, Microsoft Office).
- Previous experience with electronic or mobile data collection software like KOBO Toolbox/Open Data Kit (ODK).
- Knowledge and experience in data management (i.e. data processing, analysis, presentation and reporting).
- Knowledge and experience in data processing by using statistical software like SPSS, STATA, Power BI or Microsoft Excel.
- Excellent interpersonal and problem-solving skills, creativity and flexibility.
- Comfortable in a multi-cultural environment, flexible and able to handle pressure well ability to engage with community members in an open manner, maintain confidentiality and respect.

Education:

- University Degree in Statistics, Mathematics, Information Technology,

Computer Science or related fields.

Languages:

- Ability to communicate in English and Swahili, knowledge of Kiha/Kirundi will be an added advantage.

Key stakeholders:

- MoHA
- UNHCR
- Local NGOs and Other partners

Core competencies *Basic* *Advanced* *Expert*

Striving for excellence

Collaborating

Taking the lead

Communicating

Demonstrating integrity

- Basic: I master the essentials, but may at times need help from others
- Advanced: I can work independently at full professional level.
- Expert: I am the go-to person when others need help.

APPLY HERE