



TERMS OF REFERENCE

Position:	Database Consultant
Duty station:	Renk (one position)
Application start:	11/11/2024
Application end:	22/11/2024
Length of the contract:	3 months – possibility of extension

OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

OVERVIEW OF THE POSITION AND KEY RESPONSIBILITIES

Under the overall supervision of Program Coordinator (DTM) and direct supervision of DTM Project Assistant at Renk Sub Office, the incumbent will provide support in the verification and quality control for information related to registration, surveys, and population profiling for IOM Activities.

KEY TASKS AND RESPONSIBILITIES:

1. Provide database support and technical assistance to registration and verification exercises in the field.
2. Assist in troubleshooting and resolving problems that may arise related to the database or application and software used for data capture, equipment, and network to ensure systems run smoothly throughout registration/verification operations.
3. Participate in data collection, analysis, and maintenance of program related databases and files.
4. Generate timely reports from the database based on the requirements of the project and share with the partners.
5. Provide training and follow up on the successful completion of duties for team directly involved with data entry.
6. Implement the IOM control modalities to support the proper completion of data entry/data verification duties.
7. Perform daily backups for the databases/files following updates and maintenance.
8. Perform data quality checks and data cleaning.
9. In close coordination with relevant Registration Officers/Statistician Officers and the Information Database Officer, implement information updates before, during and after Data Processing and Cross-Checking, reporting, especially in cases where Field Data Verification is required.
10. Maintain confidentiality of data and must adhere to IOM's data protection policies.
11. Perform any other duties as may be required.

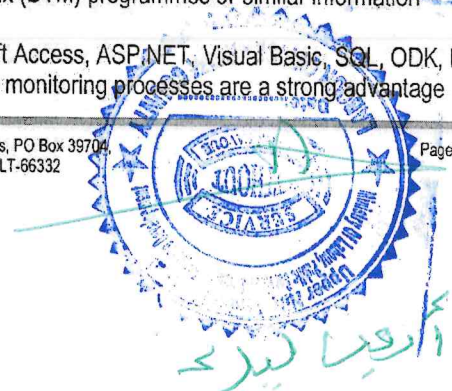
REQUIRED QUALIFICATIONS AND EXPERIENCE

Education

- Bachelor's degree from an accredited academic institution in computer sciences, data management, or other relevant field with two years of relevant professional experience.
- Completed secondary education with four years of relevant professional experience.

Work Experience

- Previous experience in the implementation of Displacement Tracking Matrix (DTM) programmes or similar information management activities is a requirement.
- Experience in the use of computer programs and databases (e.g. Microsoft Access, ASP.NET, Visual Basic, SQL, ODK, Kobo).
- Previous experience with biometric registration, Mobility Tracking and flow monitoring processes are a strong advantage



- Previous experience working in hardship duty stations.
- Computer knowledge including Microsoft Office and ability to use internet and email.
- Familiarity with mobile data collection technologies and GPS.
- Familiarity with different areas of South Sudan.
- Good communication skills, efficiency and flexibility.
- Attention to detail and quality and capacity to meet deadlines

Skills

- Strong communication skills with the ability to effectively and persuasively present information in a variety of settings and formats.
- Able to critically analyse data and make a decision
- Solid organizational skills: ability to be flexible and capacity to perform well under pressure in a fast-paced and detail-oriented team environment.

Languages:

Thorough knowledge of English language is required. Knowledge of Arabic is an advantage.

Values

The successful candidate is expected to demonstrate the following values and competencies:

- Inclusion and respect for diversity promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with IOM rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

Qualified female candidates are encouraged to apply for this role.

To apply for this role please send your CV, and Cover letter by email to the address: southsudan@ctg.org - please make sure the subject of your email should state the position, or your application might be overlooked

IMPORTANT REQUEST

- Kindly avoid naming your CV as *CV*, *Updated CV*, or by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

