



TERMS OF REFERENCE FOR DATA ENTRY CLERK

1. Background of the Project

Reach Alternatives (REALs, former Japan Center for Conflict Prevention) is an international NGO with its headquarters in Tokyo, Japan. In Kenya, Somalia, South Sudan, and the Middle East, REALs runs a wide variety of field projects, ranging from community security and safety, research and training in peace and security, protection of war-affected population, prevention of and response to gender-based violence, livelihood, to peacebuilding programmed with a strong focus on capacity-building.

The organization has been active in South Sudan since 2009 and supported internally displaced persons (IDPs) and the host community people in needs.

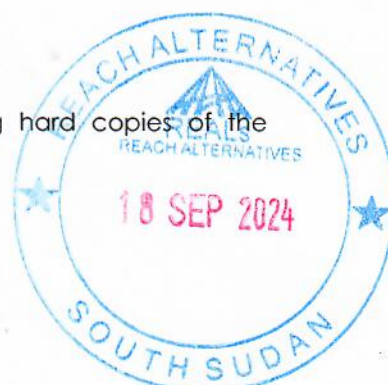
Our priority areas of work in South Sudan in recent years are: Conflict Prevention and Mitigation, Gender and Social Cohesion, through establishment of community-based Early Warning and Early Response (EWER) system as well as Awareness Raising of Sexual and Gender Based Violence (SGBV) and other types of violence.

The position is directly hired for the project "Community-Based Peacebuilding through Empowering Youths and Women in Juba". Under the project, the Indicator Monitoring Form will be created, and the trained personnel, Data Entry Clerk, will fill out the form when responding to each identified conflict and violence in the community. In this context, the Data Entry Clerk will firstly familiarize her/himself on the project by participating the training conducted in the field, and s/he will be responsible for assisting the hard copy collection from the field, verifying data on the hard copy of the Indicator Monitoring Form, and entering verified data into database in Kobo Toolbox.

2. Job Duties and Responsibilities

Field Support in Data Collection

- Supports the social workers working on collecting hard copies of the



Indicator Monitoring Form from the field during their field visits in Gumbo.

Data Entry and Data Management

- Verify that hard copies of the Indicator Monitoring Form are properly filled by the trained personnel.
- Entry of the verified data on Indicator Monitoring Form into the project database, Kobo Toolbox.
- Performs regular backups to ensure data preservation.
- Filing of hard copies after entering data to ensure it is not lost.

Reporting

- Updates regularly on the status of data entry to the project team in Juba and to assist data cleaning.
- Reports to the Project team in screening and verifying data in hard copies.

3. Skills and Qualifications

Education

- A diploma or degree of Statistics or other related discipline is desirable.

Experience

- Experience of using Kobo Toolbox is desirable.
- Experience of data entry in the context of community-based Early Warning and Early Response is desirable.

Knowledge and Skills

- Ability to comply with deadlines.
- Excellent oral and written English communication skills.
- Strong analytical skills and problem-solving skills.
- Fully computer literate with working knowledge of database and excel spreadsheet applications.
- Excellent interpersonal skills and ability to work well in team environment.

4. Submission of Applications

The interested applicant(s) should submit the following documents.

- Curriculum Vitae (CV)
- Cover Letter
- At least three (3) references

Deadline for submission of application is 1st October 2024, 4:00 PM.

Interested applicant to send the above documents to: hr-africa@reals.org stating



"Application to Data Entry Clerk (Applicant Name in full)" in the email subject line.

Kindly note: Only those who pre-qualify will be contacted by REALs procurement committee.

