

## Vaccancy Announcement

<b>Position</b>	<b>Information Management Officer</b>	<b>Starting date</b>	January 2025
<b>Location</b>	Port-Sudan, Sudan	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	6 months (renewable)	<b>Security risk level</b>	Risky (3/4)

## About Acted

For the past 30 years, Acted has been working at the forefront of humanitarian action to save lives. Acted supports more than 27 million people in 43 countries, meeting their needs in hard-to-reach areas, while pursuing a triple mandate as a humanitarian, environmental, and development actor. Acted relies on a deep understanding of local contexts to develop and implement long-term actions, in collaboration with a wide range of local and international partners, to collectively build a 3ZERO world: Zero Exclusion, Zero Carbon and Zero Poverty.

## Position's context and key challenges

In response to the emergency situation in Sudan, Acted recruits.

## Key roles and responsibilities

Timely and accurate data management is integral to the successful coordination of humanitarian action. The ability to collect, manage, analyze, and disseminate data effectively is fundamental to supporting decision-making and ensuring the success of program activities. Shared standards and efficient data management approaches are required to facilitate the delivery and monitoring of assistance and to perform gap analyses for priority setting.

### General Responsibilities

- Ensure accurate, timely, and secure collection and management of data.
- Facilitate evidence-based decision-making through reliable data analysis and reporting.
- Strengthen coordination and information sharing across teams and with stakeholders.
- Provide capacity building training for national staff covering (data collection, create database, managing database, data analysis, data visualization)
- Create database cover all targeted states.
- Enhance accountability and effectiveness in program implementation and reporting.

### Specific Responsibilities

#### **1. Data Management**

- Develop, maintain, and update database systems to ensure efficient storage and retrieval of program data.
- Regularly clean and validate data to ensure accuracy, consistency, and reliability.
- Create and manage unique identifiers for beneficiaries and services to prevent duplication.

#### **2. Data Analysis and Reporting**

- Design and generate reports, dashboards, and visualizations that summarize key findings for decision-making.
- Analyze trends and provide actionable insights to improve program efficiency.
- Assist teams in preparing donor reports by ensuring data consistency and accuracy.

#### **3. Coordination and Technical Support**

- Collaborate with program, MEAL, and technical teams to ensure alignment between database design and program needs.
- Provide training and technical support to staff on database systems and tools.

- Facilitate the integration of database systems with other platforms, such as GIS or financial systems, as required.
- 4. System Security and Confidentiality**
- Implement data security protocols to safeguard sensitive beneficiary and program data.
  - Ensure compliance with organizational and donor guidelines for data protection and confidentiality.
- 5. Quality Assurance**
- Conduct regular audits of the database to identify errors and implement corrections.
  - Develop user-friendly data collection tools, templates, and processes.

### Required qualifications and technical competencies

- At least 1-2 years of professional experience in humanitarian and/or development organisations;
- Experience with participatory appraisals and project cycle management encouraged;
- Knowledge of the aid system and ability to understand donor and government systems;
- Good organizational and communication skills
- Strong ability to work in a cross-cultural context;
- Flexibility and adaptability are essential, as well as the ability to plan, take initiative and work independently and under pressure;
- Excellent communication and drafting skills in English;
- Knowledge of the region an asset;

### Conditions

- Salary between 1800 and 2000€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in Acted guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- R&R every 3 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in Acted HQ, including a 4-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

### How to Apply

Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: IMO/SDN**