acted

Vaccancy Announcement

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

About Acted

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

Position's context and key challenges

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

Key roles and responsabilities

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

- Field experience in program management and coordination
- Knowledge of the aid system and ability to understand donor and government systems;
- Excellent oral and written communication skills;
- Ability to coordinate and manage projects;
- Ability to work independently and creatively in the field and in capital;
- Team player;
- Strong ability to work in a cross-cultural context;
- Ability to work under pressure;
- Knowledge of a local and/or regional language is a plus.

Conditions

- 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;
- Excellent skills in Microsoft Excel, Kobo Toolbox, and other data coding software;
- Experience with data visualization and analysis programmes, like PowerBI and ArcGIS are strong positives;
- Proficient with other basic office software programs.

How to Apply

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