

JOB ADVERTISEMENT

International Relief Organization seeks to recruit:

Data Base Officer

Location of position: A'zaz, Syria

List of main tasks:

I. Data and tools management

- The data base officer is in charge of:
 - The design and management of operational and M&E databases
 - Maintaining updated databases
 - Entering data provided into the appropriate software
 - Ensuring the security of computer data
- Attend the training of field staff about the new tools developed
- Support on processing (translation, cleaning, and analyzing) the data and data gathering
- Archive paper, electronic data and reports and making them available to the teams, on request
- Transfer and design XLS form, ODK, and KOBO data collection tools

II. Mapping

- Maintain updated location maps for Solidarités International activities
- Prepare, on request, maps to illustrate the reports
- Support analysis and decision making through a relevant mapping of the humanitarian situation

III. Reporting / Communication

- Keep tools and files archived and secured at the offices of Solidarités International accessible to his/her line manager
- Participate in collaboration with the program team and M&E teams in the cleaning, analysis and processing of data
- Participate in collaboration with program team and M&E teams in the production of graphs based on the data collected.
- Prepare the first draft of the M&E reports
- Bring to light any difficulty linked to his or her activities, to the programs of Solidarités or security concerns

IV. Profile Required:

- Bachelor's degree in Informatics Engineering or equivalent.

- Minimum 2 years of working experience in the humanitarian sector, preferably in the same field.
- Languages: Arabic and English will be required.
- Professional at the computer (Microsoft applications (Excel, Word) and good experience in IT).
- Personal qualities: self-motivated, enthusiastic, professional and understands and believes in the humanitarian principle.

Please send your application (CV) and cover letter by email to:

nws.recruitment@solidarites-syria.org

PLEASE TYPE THE JOB TITEL **(DATA OFF) with your name** IN THE SUBJECT OF THE EMAIL (this is mandatory)

Final date for applications: October 03rd, 2020