



ICRC

International Committee of the Red Cross
Somalia Delegation
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EMPLOYMENT OPPORTUNITY

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization with the exclusively humanitarian mission to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavors to prevent suffering by promoting and strengthening International Humanitarian Law and universal humanitarian principles. The ICRC's Somalia Delegation in Nairobi implements the institution's humanitarian activities in Somalia.

CASH TRANSFER DATABASE MANAGER – NAIROBI

The position is a **fixed-term 4-month contract**. The Cash Transfer Database Manager is responsible for managing all the cash transfer databases for the ICRC Somalia Delegation. This will include managing a master database which will cover up to 40,000 beneficiaries from across Somalia who are beneficiaries of different projects at different times. Beneficiaries will need to be tracked from registration through to payments. New beneficiary lists received will need to be processed and validated for verification and subsequent payments. Data analysis will need to be conducted on beneficiary lists particularly in relation to place of origin. S/he is able to carry out the following roles:

Main Responsibilities

- Provides support to the ICRC Cash Transfer Unit in managing their databases of upwards of 40,000 beneficiaries from all over the country,
- Advises and supervises Field Officers, in different areas of Somalia, in data collection and analysis,
- Maintains and adapts databases for all beneficiaries of cash transfer programs in Somalia. Ensures tracking of individual beneficiaries in the database system,
- Issues verification and payment lists and tracks progress of same,
- Maintain accurate and complete physical and electronic records about all ongoing cash projects in Somalia,
- Follows with Finance and Logistics Departments to ensure processes are followed in a timely manner.

Minimum Requirements:

- University degree in Computer Science, Statistics, Finance, or Social Science,
- 5 years' work experience in database management with large multi-faceted databases,
- Advanced experience, skills and knowledge in working with MS Excel, MS Access and other database tools,
- Excellent command of written and spoken English (Fluency in Somali is an added bonus),
- Very good analytical and communication skills with strong attention to detail,
- Knowledge and experience of the humanitarian sector as an asset,
- Experience with GIS tools (particularly Google Earth) with an ability to produce maps is an added bonus.

Interested and qualified persons with the required experience are invited to submit their application letter and curriculum vitae to the **Human Resources Manager, ICRC Somalia Delegation**, on the email address sok_hrrec_services@icrc.org. Closing date is **8th March 2017**. Please indicate the position title in the subject line of your email message.

NOTE THAT ONLY EMAILED APPLICATIONS WILL BE CONSIDERED.

*Please note that **only short-listed candidates will be contacted** and canvassing will lead to **automatic disqualification**.*