

## INTERNAL VACANCY ANNOUNCEMENT

### Information Management Assistant

#### THE ORGANIZATION:

Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity.

Humanity and Inclusion previously known as “Handicap International” is an independent and impartial aid and development organisation with no religious or political affiliations operating in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

For further information about the association: [www.hi.org](http://www.hi.org)

The IM assistant will be responsible for:

#### 1. Ensure comprehensive completion of the database by the field teams (30%)

- Ensure the files are appropriate for entry, in terms of completeness and alignment with project quality standards;
- Follow up with field teams to collect any data that might be incomplete or inaccurate;
- Encode any missing data in cooperation with the field team and the IMO and always ensure the quality of the data entered;
- Propose improvements to the data collection forms, the databases and follow-up tools;
- Coordinate as necessary with the IMO for a comprehensive approach;
- Regularly backing up data, maintaining security access;

#### 2. Data quality and Archiving (40%)

- Perform routine checks on the beneficiary databases to ensure highest quality data and monitor performance
- Quality encoding of data is ensured from assessment, follow-up and discharge forms and any other form as required
- Data inaccuracies on all database fields are checked and fixed if any
- Confidentiality and security of beneficiary data is ensured along all the tasks
- All discharged files are verified to ensure minimum requirements and are compared against the beneficiary database

#### 3. Provides support, training, information and report on activities as per Project guidelines (30%)

- Support key users (project team and external partners -if any-) in the implementation of the processes (data collection and extraction) related to the database tools.
- Generate data summaries, queries and reports from database;
- Participate in team meetings at both field and office level;
- Provide support and training to staff regarding the content and use of the database;
- Perform other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description.

**Note that these job responsibilities must remain flexible, to respond to additional tasks or changes as identified by the line and the functional managers.**

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### THE SUCCESSFUL CANDIDATE MUST HAVE:

#### **Qualifications/training:**

- Completion of a related degree in database management/IT sector/data analysis/statistics or other relevant field.
- Certification in computer skills

#### **Professional Experience:**

##### **Essential:**

- Previous work experience in database management/IT sector or other relevant experience

##### **Preferred:**

- Working experience in an NGO is an asset

#### **Competencies & Personal Qualities:**

- Good Knowledge of English language – written and spoken
- Ability to manage multiple tasks and good prioritisation skills
- Very Good knowledge of computers, i.e. working knowledge of how to use Microsoft Office including Word and Excel
- Flexibility, ability to work with multi-disciplinary and multi-cultural people
- Able to cope and work in considerably stressful environment
- Good time management and task management skills
- Able to work independently and with autonomy, while following objectives and instructions
- Adheres to the project's vision: a world in which all forms of disabilities can be prevented, cared for or integrated, and in which the rights of people with disabilities are respected and applied.
- Motivated, dynamic; able and willing to take initiatives
- Open to and interested in disability issues

#### **PROFESSIONAL STANDARDS:**

HI workers must adhere to the values and principles outlined in HI Code of conduct. In accordance with these values, HI operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti-fraud, bribery, and corruption.

**Handicap International is an equal opportunity employer and particularly welcomes applications from women and persons with disabilities.**

This position will be based in AlSalameh base. However, internal staff in other bases are encouraged to apply if they are willing to be relocated.

Interested Internal staff must send their applications to ([Recruitment.ns@sr.hi.org](mailto:Recruitment.ns@sr.hi.org)) including an updated CV and a motivational letter; mentioning the Job title in the subject line. Only shortlisted candidates will be contacted. Any incomplete application, application with no motivational letter or received after deadline application will be disregarded.

**The deadline is : 11<sup>th</sup> of April 2021**