



JOB TITLE: Data Clerk

Department **Tanzania**

Workplace **Kibondo/Nyarugusu**

Contract Type **National contract**

Posted **20 Dec 2023**

Expires **27 Dec 2023**

Founded in 1956, The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organization providing direct assistance to conflict-affected populations – refugees, internally displaced people (IDPs) and host communities – in more than 40 countries around the world. DRC has been implementing emergency response projects in Tanzania since the onset of the Burundi refugee crisis in 2015 in three refugee camps in the Kigoma Region at the border with Burundi. DRC's integrated projects for refugees, asylum seekers and host communities comprise sectors such as Camp Coordination and Camp Management (CCCM), Protection (CBP, PSN, GBV, CP and Legal), Shelter and infrastructure, and Economic Recovery.

Overall purpose of the role:

The CPIMS+ Data Entry Specialist will play a crucial role in the accurate and timely entry of data into the Child Protection Information Management System Plus (CPIMS+) under Child Protection. This individual will be responsible for maintaining data integrity, conducting quality checks, and supporting the overall efficiency of the CPIMS+ database. The role requires attention to detail, strong organizational skills, and the ability to work collaboratively with other team members

Main Responsibilities:

Data entry:

- Accurately enter and update information in the CPIMS+ database.
- Ensure that data entry is conducted in a timely manner to meet project deadlines.

- Collaborate with relevant teams to obtain necessary information for data entry.
- Quality assurance:
- Conduct regular quality checks on entered data to identify and correct errors.
- Collaborate with the CPIMS+ team to address any issues related to data accuracy or completeness.

Documentation:

- Maintain detailed and accurate documentation of data entry processes.
- Create and update procedural documentation for data entry tasks.
- Collaboration:
- Work closely with other Child Protection Case Management team members to ensure seamless coordination of data entry activities.
- Provide support to colleagues in understanding CPIMS+ data entry requirements.

Training:

- Assist in training new team members on CPIMS+ data entry protocols and procedures.
- Stay informed about updates and changes to CPIMS+ data entry requirements.
- Reporting:
- Generate case reports as needed, utilizing CPIMS+ data for analysis.
- Assist in preparing data for internal and external reporting purposes as directed by the CPIMS+ administrator.

Required knowledge/ working experience/ Education

- Bachelor's Degree in a relevant field or equivalent work experience.
- Previous experience with electronic or mobile data collection software like KOBO Toolbox/Open Data Kit (ODK).
- Full proficiency in Microsoft office, including word and excel, as well as demonstrated experience in advanced data analysis or capacity to learn appropriate software.
- Proven experience in data entry or a similar role.
- Familiarity with Child Protection Information Management Systems, particularly CPIMS+ or CPIMS Primero.
- Strong attention to detail and accuracy in data entry.
- Excellent organizational and time management skills.
- Ability to work collaboratively in a team environment.

Preferred Skills:

- Have a university degree in international relations, social science, law, development or a relevant field.
- Good personal organizational skills, including time management, teamwork, ability to meet deadlines and work under pressure with minimal supervision
- Experience working in child protection or related fields.
- Knowledge of data protection and confidentiality principles.
- Knowledge of database use and management.
- Strong communication skills, both written and verbal.
- Ability to adapt to changes and learn new technologies quickly.

Languages:

- Fluency in English
- Fluency in Kiswahili

Information

Employment category: Temporary

Reporting to: Child Protection Team Leader

Technical Line Manager: Protection Coordinator

Direct report:N/A

Unit/department: Protection

Location: : Kibondo /Kasulu

Key stakeholders: (internal and external)

- Donor, coordination bodies
- Partners
- Government Bodies (Central and Local)
- Beneficiaries in host communities
- Staff

All DRC roles require the post-holder to master DRC's core competencies:

- Striving for excellence: You focus on reaching results while ensuring an efficient process.
- Collaborating: You involve relevant parties and encourage feedback.
- Taking the lead: You take ownership and initiative while aiming for innovation.
- Communicating: You listen and speak effectively and honestly.
- Demonstrating integrity: You act in line with our vision and values.

Providing equal opportunities We are committed to creating an inclusive and positive work environment based on mutual respect for all employees. All applicants are considered for employment without attention to race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, marital status, or any other factor. At DRC we celebrate diversity and appreciate our employees for the people they are and their unique skills, backgrounds, and perspectives. We encourage all interested candidates to apply.

DRC strives to attract, motivate and retain qualified national staff within its programs. As such, we strongly encourage national and diaspora candidates to apply for this position. However, candidates should take into consideration that DRC cannot employ, under an international contract, a national of the country in which he or she will be working (in this case, the United Republic of Tanzania)

Promoting high standards : DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and

harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

Application and CV

Only motivated applications that address the stipulated duties and meet the required qualifications, sent together with a CV, will be considered.

DRC only accepts applications sent via our online-application form on www.drc.ngo under JOB.

[Apply here](#)