

Warehouse Data Officer

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Company: Fuzu

Location: Nigeria

Category: computer-and-mathematical

Job Summary

Contract Type:

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Position Requirements

Bachelor's Degree in Information Technology or Computer Science;

Minimum of 3 years of experience in a national level project implementation position in a humanitarian/recovery context;

Experience in working in complex and volatile contexts;

Advance knowledge of MS Office.

Advance knowledge on database management and data analysis.

Documented results related to the position's responsibilities;

Experience in leadership and problem solving;

Fluency in English, both written and oral;

Capacity to adapt to basic living conditions, patience;

Ability to deliver high quality work within tight deadlines;

Work within the framework of IINTEROSOS Nigeria's core values.

Act as an ambassador for INTERSOS Nigeria, through professionalism and conduct.

Adhere to all INTERSOS policies and procedures both technical and administrative.

Undertake and apply learning from appropriate training and development programmes.

Maintain and care for all equipment issued by INTERSOS Nigeria and for any losses or damages due to negligence you will be liable for repair or replacement.

Responsibilities

Participate in planning and undertaking surveys, and rapid assessments, as well as in the monitoring and evaluation of the program activities especially in relation to WASH, NFIs, Shelter and Protection.

Responsible for establishing and ensuring better data management systems for the core programs s/he assigned for and coordinates the proper and timely evaluation of project objectives/impact.

Ensure all programs have accountability mechanisms and works with project staff to make sure its implementation.

Regularly collecting and compiling Gender-Based Violence Information Management System (GBVIMS) data and producing summary monitoring reports.

Conduct regular data verification exercises to ensure reporting and collection of quality data.

Participate in monitoring of all project activities, expenditures and progress towards achieving the project output and outcomes.

Participate in development and strengthening monitoring and impact indicator for the project success.

Provide feedback to the Program Managers on project activities.

Report monthly, quarterly, half-yearly and annual progress on all project activities to the Program Managers.

Conduct capacity assessment on existing monitoring and evaluation systems.

Organize training for front-line and program staff regarding monitoring tools.

Coordinate the field level community participatory monitoring and evaluation, reflective practice and impact measurement.

Participate in annual project reviews and planning workshops and assist the Program Managers in preparing relevant reports.

Assist the project personnel with M&E tools and in supporting them in their use.

Perform other duties as delegated.

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