Vacancy Notice

The ICRC Regional Delegation in Bangkok seeks to fill the following position:

Regional Data Management Assistant

Job Purpose:

The Regional Data Manager Assistant (RDMA) works in the ICRC Regional Protection Data Office (RPDO) of Bangkok. ICRC Regional Protection Data Office is responsible to provide contextualized technical advice and support in Protection data management to the Protection data offices in ICRC delegations in Asia. Protection being one of the main core activity of the ICRC (detention, reestablishment of the family link, protection of the civilian population). They monitor the coherence and consistency of the management of Protection data, ensuring that this is done according to ICRC standards. The countries covered by the Regional Protection Data office of Bangkok are Afghanistan, Bangladesh, Cambodia, India, Indonesia, Malaysia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Timor and the Pacific Islands.

The RDMA is working under the guidance and supervision of ICRC experienced Data Managers. More specifically, s/he will support the delegations/Data Manager in their day to day work, answering to their questions and monitoring the quality of their databases (coherence and consistency). S/he will as well support / advise them in data processing, technical use of ICT Protection data management tools, office management, analytical reporting, and training in data management.

Responsibilities:

▪ Assists the Regional Data Managers (RDM) in the promotion and dissemination of policies, rules and procedures related to data management: regional coherence and dynamics in relation to Protection data management and workflows, flow of information and documentation, archiving of a Protection action.
▪ Monitors the coherence and consistency of the protection data and data management in the region: knowledge of the Protection objectives, analysis of the Databases (DBs), ad-hoc random data controls on all DBs to ensure coherence and quality of data, support the Data Managers (DM) in the region in the contextualisation, drafting / updating of the data entry/ working procedures.
▪ Identifies problems and makes recommendations and supports the DM in improving the data processing, reporting, organization of the Protection offices (including paper and electronic archiving.)
▪ Supervises that the delegations access rights of users in each database are in line with their role and responsibilities as defined in the workflows.
▪ Technical reference in ICT Protection data management tools: helps clarifying technical problems, support deployments and new upgrades, advises on the optimal use of the different functionalities.
▪ Provides ad-hoc analytical reporting related to Data Management: contextual support and global analysis and contributes to the strengthening of the Evidence Based Approach to Protection.
▪ Contributes to the organization of Workshops, trains and briefs staff on Protection data management.
• Contributes to the development of a networking related to the domain of Protection data management.
• Contributes/supports response to emergencies in the region.

Qualifications and Skills:

• University Degree and/or higher education degree in administration, Information Management, Social Sciences or a related field. Qualifying professional experience may be accepted in lieu of the university degree.
• Minimum three years' work experience.
• Information-management / administrative background an asset.
• Experience with case-management systems (specialized software).
• Excellent computer skills.
• Knowledge of MS Dynamics, MS Report Builder and SQL or any other data analytics tools an asset.
• Good skills in adult's training an asset.
• Excellent capacity to define priorities, work independently and/or with minimal supervision.
• Available for itinerary mission abroad (up to 4 weeks maximum – few times a year) / ready to travel in all the countries covered by the Regional Protection Data Office.
• Excellent command of English.

We offer a rewarding and enriching work in a humanitarian and international environment, and also:

• An unique opportunity to help the victims of violence and rewarding work in unusual situations
• Initial training and on-boarding organised
• Possibilities of working in a fast-paced environment and to help victims
• A competitive salary with benefits

Starting date: ASAP

Qualified applicants are requested to submit their comprehensive CV and letter of motivation in English, as well as availability and salary expectation, by email only to:
ban_recruitment_services@icrc.org (specify position name at your email title)
Attn: Human Resources Department

The closing date for the post will be: 31 January 2020

(please refer to the source of vacancy announcement e.g. website, newspaper, etc… in the application letter)

Kindly note that only short-listed candidates will be contacted for the interview