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| **Assistant - MIS** |
| **TEAM/PROJECT: Child Protection** | **LOCATION:** Teknaf  |
| **GRADE**: 6 | **POST TYPE:** Contractual |
| **Child Safeguarding:** The responsibility of the post requires regular contact with or access to children or young people.Level 3: the role holder will have contact with children and/or young people either frequently (e.g., once a week or more) or intensively (e.g., four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** This is an entry level position, and the incumbent is responsible for maintaining all the CP information database. Assistant -MIS will play a key role to entry and manage the database system under the supervision of Officer - MIS. Import and check large dataset, regular entry raw data to the excel spreadsheet and different platform as per project needs. Assistant - MIS by providing updated data on regular basis and helps to analysis the dataset. Assistant- MIS will also ensure the data quality with the support of team. Assistant - MIS will be the main source of raw data and ensure the safety security of CP database as per organization policy. |
| **This post directly reports to:** MIS Officer.  |
| **KEY AREAS OF ACCOUNTABILITY:** **Data Entry*** Data entry of all MIS data using a provided database.
* Regular visits to project sites to support the data collection process and to cross-check the validity of data.
* Conducting basic analysis of collated data for reporting purposes.
* Assisting in designing formats for field data collection related to child protection activities in the field.
* Updating, cleaning, maintenance and backing up of various databases
* Support in providing regular reports and updates.
* Provide technical support to the Project Officers, Officer Social Work and Officer – Casework on the database forms, use and documentation.
* Provide support to the project officers to develop case studies and different periodic reports.
* Providing assistance to the office staff in preparation of documents, presentations, spreadsheets, etc.
* Preserve all the relevant documents as hard file and soft copy and also produce on demand.
* Share findings from field visits through regular reporting as agreed with the line manager.
* Any other duties assigned by the line manager on a necessity basis.

**Collaboration*** Regularly coordinate and collaborate with Response Team to strengthen programming and impact for children.
* Help create 360˚accountability by supporting systems to seek, receive, and respond to beneficiaries’ feedback, suggestions, and complaints.

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| **SKILLS AND BEHAVIOURS (Our Values in Practice)****Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.
* Widely shares their personal vision for Save the Children, engages and motivates others.
* Future orientated, thinks strategically.

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
* Values diversity sees it as a source of competitive strength.
* Approachable, good listener, easy to talk to

**Creativity:*** Develops and encourages new and innovative solutions.
* Willing to take disciplined risks.

**Integrity:*** Honest, encourages openness and transparency.
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| **QUALIFICATIONS AND EXPERIENCE:****ESSENTIAL:** Bachelor’s degree or equivalent in relevant discipline at least, as well as 1 years of work experience in a relevant area of work. Freshers are most welcome with good data entry and or have advance knowledge on MS Excel will be an advantage for the position.**Knowledge:** * Minimum bachelor’s degree with preferable from Statistics, Social Science, or any other field.
* One year’s relevant work in an NGO will be an advantage.
* Trained in data management and with at leastone year’s experience working with Excel managing databases.
* Strong IT skills particularly Access, Word, and Excel
* Enthusiasm, motivation, self-confidence, and a proactive approach to problem solving.
* Excellent interpersonal skills and can work as part of a team.
* Intermediate level in written and spoken English.
* Fluent in written and spoken Bangla, and ability to converse in the Chittagong dialect.
* Commitment to and understanding of SCI vision, mission and values.

**DESIRABLE:*** Academic: Bachelor’s degree
* Excellent key speed in computer operations

Additional professional certificates: N/A**Attitude:**  To work in team To protect children in connection To be non-discriminatory and gender sensitive   |
| **Date of issue: Author:** Mohammad Mostofa Feroz Bhuyan |
| **Signature of Supervisor: Signature of Supervisee:** |