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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. | |
| **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. | |
| **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:** | |