TERMS OF REFERENCE

Database/IT officer

Duty Station: Mogadishu, Somalia
Position Title: Database/IT officer – Dan Guud Project
Classification: Consultant for the Benadir Administration
Duration: 6-month, with possibility of extension
Salary: $800 USD per month

The overall objective of the Dan Guud Project is to promote stability in Mogadishu through targeted interventions that foster good governance, safety and economic recovery.

General functions:

Under the overall guidance of the Mayor of Mogadishu, in direct collaboration with the Deputy Mayor, and under overall supervision of the project Coordinator for Dan Guud and under the direct supervision of the Grants Manager, the Database/IT officer will support Dan Guud unit achievement of its objectives in Mogadishu by producing and disseminating information which is then classified into a database. The Database/IT officer is responsible for IT needs as well as collecting, analyzing, investigating, managing and distributing composite information associated with the Dan Guud program in Mogadishu. He/she is also responsible for analyzing baseline and monitoring data and creating new measurements into Dan Guud work-plans and systems.

Essential functions

1. Support program staff and the entire Dan Guud unit with day to day IT support
2. Prepare, and coordinate weekly updates on Dan Guud program activities within Banadir administration for dissemination to the donor. Reports will be based on the analysis of information collected from meetings, reports and other sources.
3. Provide assistance in grant development and input on grant proposals and concepts for Dan Guud project
4. Assist in the review of program implementation and contribute to prepare and formulate quarterly reports.
5. Work with program staff to develop a list of indicators that will help measure the overall progress of the project.
6. In cooperation with program staff, ensure grant monitoring information is included in the
7. Access Database, and ensure that accurate reporting of all grants is carried out.
8. Analyze baseline and monitoring data to determine which further assessments may be needed.
9. Develop a system for linking indicators to the different frameworks set by the donor.
10. Design and coordinate data collection, analyze the results, and present clear findings to implementers, beneficiaries, and the donor.
11. Oversee data collection and manage system to store and analyze data.
12. Assist in developing program strategies and direction by providing relevant information status.
13. Develop project maps based on the projects within the database.
14. Perform other duties as may be required from time to time.

Desirable Qualifications:

- Higher Diploma in Information Technology, Mathematics or business related field.
- At least three years professional work experience in database development, grants database management or finance related field, especially on USAID funded projects.
- Demonstrated communication and writing skills; keen attention to detail.
- GPS experience is an advantage.
- Self-driven and able to deliver results with minimum supervision
- Highly proficient in Ms Word, Excel, Access, Power-point and the use of Internet for Research
- Languages: Knowledge in English and ability to speak and write Somali is required

How to apply:
Interested candidates must send a CV/resume to danguud.benadir@gmail.com.

Write “Database/IT officer” in the SUBJECT LINE.

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED.

Closing Date: November 04, 2011