



## Plan International Liberia

# Job Announcement (1 Position)

**Staff-326-07-2020- GBV-IMS Technical Data Analyst**

**The vacancy is opened to Internal and External candidates.**

Plan International is a leading girls and children's rights organization. **Plan strives for a just world that advances children's rights and equality for girls. We motivate our people and partners to:**

- empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability
- drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face
- work with children and communities to prepare for and respond to crises, and to overcome adversity
- support the safe and successful progression of children from birth to adulthood

Plan operates in 77 countries around the world. It brings its support to millions of children, their families and communities, mainly in Africa, Asia, Middle East, and South America. It implements projects in the Health, Water and Sanitation, Education, Child Protection, Sustainable Livelihood, and cross-cultural communication. Child sponsorship forms the basis of our work with children. Worth to mention, Plan International global ambition is to support 100 million girls learn, lead, decide and thrive!

As part of its commitment to support Plan International Federation reach 100 million girls so to **Learn, Lead, Decide** and **Thrive**, Plan International Liberia has developed a new country strategy which will for the next five years (2019 to 2024) focus on reaching 600,000 marginalized girls and children all over the country, with a strong commitment to work with partners at various levels to put an end to violence against girls and young women including Child Early Forced Marriage and Female Genital Mutilation (FGM) and other norms and practices that hinder their development and empowerment.

Plan International Liberia is committed to ensuring that Child Protection and Youth Safeguarding, Gender Transformative programming and Influencing are key and an integral part of all its work in the country.

**We are currently seeking to recruit for Plan International Liberia Program: -**

**Title:** GBV-IMS Technical Data Analyst  
**Location:** Monrovia (Ministry of Gender, Children and Social Protection)  
**Status:** National Post (Fixed Term)  
**Department:** Program  
**Reports to:** Deputy Minister of Gender

### **Summary of the position:**

Under the direct guidance and supervision of the Deputy Minister of Gender and in close collaboration with the Director of the Gender Division, the GBV data pillar, Plan International and UNFPA, the GBV-IMS Technical Data Analyst will work with County Data Clerks, Service Providers, CSO partners and other relevant government line ministries to collect, analyse and report on GBV data and all GBVIMS-related issues, propose and develop innovative ways whereby the GBV data architecture can be effective, provide training for both data users and producers and contribute to monitoring and evaluation of the GBVIMS system. The GBV-IMS Technical Analyst will also work closely with the Research, Policy & Planning Department of the Ministry of Gender, Children and Social Protection to ensure harmonization and interoperability of the national gender data system.

## **Roles and Responsibilities:**

- Standardize GBV data collection and liaise with county data clerks, service providers, CSO partners and other relevant government line ministries to ensure timely reporting of GBV service data on a real-time basis
- Conduct regular data audit, ethical review, clean up and follow up on submitted data to ensure quality and completeness of data received from counties, partners and projects
- Ensure accurate and consistent inputting of data received from Counties and special projects into incidence recorder and the data system. Compile and store securely all received information and data from Counties partners and projects;
- Perform data analysis and produce reports in various formats including graphs, charts etc. and ensure timely dissemination to government stakeholders and partners as required (weekly, monthly and quarterly).
- Propose and develop innovative ways whereby the GBV data architecture can be effective and efficient
- Facilitate training for both data users and producers on existing or updated tools, protocols and standards
- Organize and participate in regular meetings and contribute to monitoring and evaluation of the GBVIMS system
- Implement joint supervision with partners to all data collection points through regular field trips at OSCs, Health facilities, Safe Homes, WACPS etc.
- Share regular GBV Statistics with partners and other agencies as may be required;
- Compile and disseminate relevant GBV data on the monthly, quarterly and annual basics;
- Support GBV and other divisions at MoGCSP to undertake assessments, surveys, harmonize reporting and other data request.
- Carry out other professional tasks as assigned;

## **Qualifications, Skills and Experience**

- University first degree in statistics and data management, information systems or communications in the field of social studies, gender studies, public health
- Experience in monitoring and supervision for at least 2-3 years.
- At least 3 years of relevant professional experience in managing information, coordination or related area;

## **Sills & Knowledge**

- Knowledge of programs
- Experience working with partners
- Good knowledge of Plan International Program Quality and Influencing Policies and procedures
- Good knowledge of Plan Procurement procedures
- Good knowledge of SAP
- Participated in designing and implementation of studies
- Good knowledge of filing and documentation
- The GBV-IMS Technical Data Analyst is expected to have strong background in
- Good understanding of GBV ethical standards, considerations and terminologies
- Proficiency in current office software applications and corporate IT systems, advanced Excel skills (e.g. pivot tables, functions, etc.) is essential;
- Proven skills to analyse statistical information, ability to formulate information management-related technical requirements and operating procedures;
- Strong ability to compile and holistically analyse diverse datasets, including visualizing results of the analysis;

- Sound knowledge of quantitative and qualitative methods of social research, including experience of developing and analysing surveys, will be a strong asset;
- Understanding of digital data collection and GIS, geospatial systems and techniques and ability to collect and organise data to support their production (potentially to be produced by others) will be an asset;

### **Attitude and Behaviours**

- Demonstrated team spirit and working with people.
- Good communication and negotiation skills.
- Good report writing skills
- Analytical and strategic thinking.
- Results-oriented, efficient, and self-driven.
- Cultural sensitivity.

### **Behaviours (Plan International's values in practice)**

#### ***We are open and accountable***

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organisation for all children, girls & young people.

#### ***We strive for lasting impact***

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

#### ***We work well together***

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

#### ***We are inclusive and empowering***

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

### **Applications:**

**Last date for submission of Application (CV and cover letter) is: 6<sup>th</sup> August 2020 by 4:30 pm**

Interested candidates need to send their updated CV and a cover letter (**maximum 1 page**) to [liberia.recruitment@plan-international.org](mailto:liberia.recruitment@plan-international.org) on or before the closing date mentioned above. Subject line of submission mails will only bear the indication: ***Application for LBR- GBV-IMS Technical Data Analyst.***

Only short-listed candidates shall be contacted. References will be taken and background and anti-terrorism checks will be carried out in conformity with Plans Child and Youth Safeguarding Policy,

Fraud, Code of Conduct, Harassment, Discrimination and Bullying Policy. **Plan follows an equal opportunity policy and actively encourages diversity welcoming applications from all especially women and people living with disability.**