Job advertisement

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established on 2005 and our efforts work towards creating environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania is looking for individuals to join our highly motivated team in the following role;

Position: Senior Sponsorship Data Management Officer
Reports to: Operations Manager, Country Director
Location: Head Office, Dar es Salaam
Contract Duration: 1 Year (Contract extension is subject to funding availability, performance or/and mutual agreement).

Under the overall authority of the Country Director (CD) of Good Neighbors Tanzania (GNTZ), and direct supervision of Operations Manager, the Senior Sponsorship Data Management Officer is responsible for managing and analyzing data related to Children Sponsorship Service. He/she will play a key role to ensure that data is accurately collected, analyze, submitted and used to inform decision-making processes. The Senior Data Management Officer will work closely with the project and sponsorship service teams to develop effective data management systems that support the overall objectives of the Sponsorship Service, ensuring that organization has access to accurate, timely, and relevant data.

Duties and Responsibilities

- Ensure all collected and registered children's data are 98% accurate [CIF/ACL/APR & GML] through GN Child sponsorship System for all CDPs and collaborates with colleagues for other CDPs.
- Review and check every child data according to the sponsorship status, age, gender, and basic information's [Family/Education/Health] for proper monitoring and management.
- Receive, review and process all Child Photos and update Children information on daily basis and on a quarterly basis.
- Ensure that all data presented is accurately updated into sponsorship databases for the ongoing and new activities.
- Prepare and submit periodic reports (weekly, monthly, quarterly, biannual and annual).
- Develops and manage budgets for specific activities as per approved work plan.
- Develop and share Sponsorship communication plan with community group.
- Conduct Sponsorship basic Training to develop capacity of program team.

Qualification, experiences and competencies

- A University Degree in Community Development, Statistics, Database Management, Child Protection or related field.

- Minimum 8 years relevant work experience in data management, analysis and reporting.
- Knowledge of Child sponsorship, monitoring and management.
- Exceptional time, task, and resource management skills.
- Strong problem solving, critical thinking, coaching, verbal and written communication skills.
- Proficiency in data analysis tools.
- Computer proficiency in Ms Word, Excel, Power point, and Internet access.

Other Competencies/Attributes:
- Report writing skills.
- Strong attention to detail and a commitment to maintaining data accuracy, confidentiality and quality.
- Ability to multi-task, flexibility, adaptability to transitions.
- Good motivational organizational skills
- Perform other duties as may be required
- Teamwork and working with Other
- Beneficiaries Focused

Application Instructions:
- All interested candidates, who meet the above requirements, please Click here to apply for the position on or before 02nd January, 2024.
- When applying please attach detailed curriculum vitae containing complete names and addresses (postal, email, phone), together with names and contact details of three referees **(one should be current or previous employer).**
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and email addresses.
- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview, there will be no refund for the expenses incurred.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested to work with GNTZ must ensure that they understand and act in accordance with this clause. Please Click here to access and review GN Safeguarding Policy.