**Vacancy Announcement**

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| **Position title** | **Data / Information Officer** |
| **Vacancy No.** | YAO-Sul-A1004 |
| **Employment Type** | Full-time |
| **Duty station** | Sulaymaniyah |
| **Estimated Start Date** | As soon as possible |
| **Closing Date** | 08/08/2018 |
| **Overview** | Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living. |
| **Job Description** | Youth Activity Organization (YAO) is seeking experienced and passionate Data/Information Officer who will work Under the direct supervision of Program Manager, the successful candidate will be responsible and accountable for working with database software to find ways to store, organize and manage data of various sections of the organization. |

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| **Main Duties and**  **Responsibilities:** | * Responsible for developing, managing and maintaining databases, information catalogues and web resources. * Develop and monitor/review a departmental data and information management strategy, including data protection, information audit, data consistency and a record management policy. * Participate in Cluster and inter-cluster meetings representing the deploying organization, and provide the necessary support in presenting the relevant data and information. * Manage activities including population of concern estimation, information flows from established systems, Data/info movement tracking, and standards. * Produce reports such as situation reports, operational overview documents, manage data collection, entry and use of standardized systems regarding internal staff, inventory and other internal issues of YAO. Databases may include; Who Does What Where, Contacts Directory, Field Document Management System and Financial Tracking System. * Make sure that the information they manage is safe, secure and easily accessible. * Responsible for identifying and obtaining information, which would be especially valuable for YAO. * Keeping databases up to date. * Extract and analyze data from the database, as requested. * Classifying and storing information for ease of access and retrieval * Designing maintenance procedures and putting them into operation * Writing reports, documentation and operating manuals * Maintain confidentiality and observe data protection and associated guidelines at all time * Provide technical support and capacity building to Program staff as needed. * Write and edit reports, publications and website content * Any other tasks as assigned. |
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| **Required Qualifications & Experience** | **Education:**   * University Degree in software engineering, data information, data management, statistics or any relevant field.   **Experience:**   * Minimum 2 year experience in working with INGOs/UN agencies or large companies in the related field. * Self-reliant and able to work independently. * Must be Iraqi nationality holder. * Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds.   **Knowledge:**   * In-depth knowledge of database and other programing softwares, Good knowledge of related hardware and peripheral equipment. * Advanced knowledge of software engineering theory and applications would be an asset. * Excellent communication and interpersonal skills. * Strong interpersonal and intercultural skills. * Report writing skills. * Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds.   **Languages:**   * Strong communication skills Verbal and written Kurdish, Arabic and English. |

**How to apply:**

Qualified Candidates should submit Cover Letters with their CVs attached electronically to [jobs@yao-iraq.org](mailto:jobs@yao-iraq.org) with indicating the position they are applying for in the subject of the email.

Email subject must read: **Data/Information Officer - Suli**

* Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted
* **YAO** is an Equal Opportunity Employer YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.