



ICRC

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance. The ICRC also endeavors to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles. Established in 1863, the ICRC is at the origin of the Geneva Conventions and the International Red Cross and Red Crescent Movement. Please visit www.icrc.org for more information.

Vacancy Notice

The ICRC Regional Delegation in Bangkok seeks to fill the following position:

Regional Data Manager, based in Bangkok

We are looking for a spirited team player with a can-do attitude to join our dynamic team.

ICRC Bangkok Regional Delegation is seeking to appoint a talented and experienced Regional Data Manager, reporting to Senior Regional Data Manager in the ICRC Regional Protection Data Office. The Regional Data Manager supports the delegations/Data Managers in their day to day work, answering to their questions and monitoring the quality of their databases (coherence and consistency). The countries covered by the RPDO of Bangkok are Afghanistan, Bangladesh, Cambodia, India, Indonesia, Malaysia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Timor-Leste and the Pacific Islands. If you are experienced in data management (all aspects of the data life cycle: data collection, processing, use of data, analytical reporting, preservation (archiving)), we look forward to hearing from you to help support our humanitarian action worldwide.

ACCOUNTABILITIES AND RESPONSIBILITIES:

- Assists the Senior Regional Data Managers in the promotion and dissemination of policies, rules and procedures related to data management: regional coherence and dynamics in relation to Protection data management and workflows, flow of information and documentation, archiving of a Protection action
- Monitors the coherence and consistency of the protection data and data management in the region: knowledge of the Protection objectives, analysis of the Databases (DBs), ad-hoc random data controls on all DBs to ensure coherence and quality of data, support the Data Managers (DM) in the region in the contextualisation, drafting / updating of the data entry / working procedures
- Identifies problems and makes recommendations to support DM in improving the data processing, reporting, organization of the Protection offices (including paper and electronic archiving)
- Supervises that the delegations access rights of users in each database are in line with their role and responsibilities as defined in the workflows
- Technical reference in ICT Protection data management tools: helps clarifying technical problems, support deployments and new upgrades, advises on the optimal use of the different functionalities
- Provides ad-hoc analytical reporting related to data management: contextual support and global analysis and contributes to the strengthening of the Evidence Based Approach to Protection
- Contributes to the organization of Workshops, trains and briefs staff on Protection data management
- Contributes to the development of a network of experts related to the domain of Protection data management
- Contributes/supports response to emergencies in AoR – including regular field visits to the delegations of the region

YOUR PROFILE:

- University Degree and/or higher education degree in Administration, Information Management, Social Sciences or a related field. Qualifying professional experience may be accepted in lieu of the university degree
- Minimum three years' work experience
- Information-management / administrative background an asset
- Experience with case-management systems (specialized software)
- Excellent computer skills
- Knowledge of MS Dynamics, MS Report Builder and SQL or any other data analytics tools an asset
- Good skills in adult's training an asset
- Excellent capacity to define priorities, work independently and/or with minimal supervision
- Available for itinerary mission abroad (up to 4 weeks maximum – few times a year) / ready to travel in all the countries covered by the Regional Protection Data Office
- Excellent command of English

WE OFFER:

- Dynamic and challenging work environment in the humanitarian and international environment
- Continuous learning & development opportunities
- Unique opportunity to help the victims of violence and rewarding work in unusual situations
- Possibilities of working in a fast-paced environment and to help victims
- Initial 1-year employment contract with possibility of renewable, with a competitive salary with benefits

Qualified applicants are requested to submit their comprehensive **CV** and **letter of motivation** in English, as well as **salary expectations**, following this format for the subject line: *POSITION – First Name Surname* by email only to: ban_recruitment_services@icrc.org

Kindly note that only short-listed candidates will be invited for the interview