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Project Officer- Humanitarian Information and Reporting at World Vision Kenya

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Location: Kenya

Category: computer-and-mathematical

Job Description

World Vision is an international Christian relief, development and advocacy organisation working in almost countries world-wide to create lasting change in the lives of children, families and communities to overcome poverty and injustice.

Key Responsibilities

LMMS/CTS System operation:

Oversee wireless connectivity issues between mobile devices and roaming servers in field operations, trouble shooting where necessary.

Ensures correct functioning of LMMS in beneficiary registration, enrollment, household updates and commodity distribution activities.

Ensure Safety of data collected in the field; maintain backups and encryption of laptop data when required.

Support in the administration LMMS/CTS system users within the project.

Provide systems support and report back to the field team on state of field deployments.

Work with software developers and partners in new systems and upgrades

Report technical failures, help to replicate problems and lead field installations with system upgrades/new releases.

Document technical shortfalls within the existing mobile product offering and with new

version releases

Prepare LMMS/CTS reports and forward them to relevant departments within WVK and LMMS/CTS Global IT.

Documentation and Reporting

Prepare commodity reports (CSR, RSR, LSR) and ensure timely submission to National office and other stakeholders.

Maintain a neat, organized and chronological filing system, ensuring that hard copies of the recommended reports are available and easy to access at any required time.

Update the shipment registers, shipment receipt summaries, Loss claim register and Loss files to make sure that the soft copy and files are up to date for easy accessibility on monthly basis.

Make frequent visits to the field locations to ensure accountability.

Collect and keep all the receipts and dispatch summary, truck inspection reports, loss reports, physical inventory, warehouse inspection report, distribution summaries and distribution center visit reports.

Track key CWB indicators of strategic relevance from secondary and primary data available.

Ensure real-time monitoring and appropriate data storage so that local programming data is readily available at times

Ensure Physical inventory for all the warehouses to ensure that the commodity book balances match the actual stock in the warehouses and explanations provided for any variances.

Review invoices and other Cooperating Partner reports

Ensure all records are maintained as per CBTD, commodity manual and Cash transfer guidelines.

Coordination and collaboration

Work closely with the global LMMS/CTS Support personnel in all aspects of the technology readiness and rollout, in addition to providing feedback to, and receiving technical instructions from, the FAIR Coordinator on IT upgrades, maintenance and new developments

Participate in fora of IT support staff for LMMS/CTS for sharing common experiences and

troubleshooting technical challenges.

Capacity Building

Participate in capacity development initiatives for field staff to ensure adequate LMMS/CTS coverage.

Support FAIR Officer to provide training to other Food Assistance staff

Knowledge/Qualifications

A minimum of 2 years work experience in IT or related.

Minimum of Bachelor's degree in computer Science or IT or any other related course from a recognized University.

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Solid background in the Window Operating System – XP in particular. Comfortable invoking, stopping or restarting System Services, installing and uninstalling software, creating user groups and setting up user privileges.

Solid networking skills – able to set up, securing and administer wireless ad-hoc peer-to-peer networks. Ability to isolate and troubleshoot network connectivity difficulties accordingly and through running IP configuration tools, resetting wireless connections. Understands TCP/IP protocol.

Knowledgeable of Relational Database Management Systems – exposure to MySQL highly desirable, including the use of database management tools (such as MySQL Query Browser and Administrator).

Ability to troubleshoot IT problems – log, track and systematically troubleshoot IT problems.

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