

|  |   |
|--|---|
| <b>Position:</b>   | <b>Data Quality Management Officer (DQMO)</b> |
| <b>Department/Project/Country:</b>   | Mine Action/NPA DBU-LWCC/ Vietnam             |
| <b>Last revised:</b>   | 09-03-2016                                    |
| <b>Project number:</b>   | 24321010                                      |
| <b>Immediate Superior:</b>   | DBU Manager (DBUM)                            |
| <b>Shall report to:</b>  | DBUM  |
| <b>Responsibilities:</b>   |   |
| <p><b>General responsibilities</b><br/>Under supervision of the DBUM, DQMO is responsible to ensure for Management and Quality of all data from all operators, and data analysis used for tasking operators in survey, clearance, emergency explosive ordnance disposal, risk education, victim assistance ... with IMSMA, ArcGIS software and other available data tools.</p> <p><b>Specific duties</b></p> <ul style="list-style-type: none"> <li>• daily checking data quality in field reports from all operators sent through IMSMA, using IMSMA, ArcGIS and other data tools;</li> <li>• managing data qualification and process of LWCC-DBU, creating and developing data quality check-tools on IMSMA, ArcGIS and other applications in order to find errors and or incorrect data;</li> <li>• approving, rejecting, editing IMSMA reports from operators;</li> <li>• work closely with Data QC Officer, GIS Officer, Operations Assistant and IM Staff from all operators to ensure the accuracy of field data, especially map data;</li> <li>• formating electronic task dossiers, supporting Operations Officer in task prioritization, preparing task dossiers in hard copies;</li> <li>• supporting Operations Officer in utilization data in task assignment, monitor, tracking task status and task feedbacks to Operators based on IMSMA software and the other tools;</li> <li>• periodically analysing available data in IMSMA and GIS seeking for findings in order to propose tasking prioritization, supporting LWCC in task assignment and management effectively;</li> <li>• supporting Operations Officer in terms of data and information at technical working group meetings;</li> <li>• Do any other lawful duties as assigned by DBUM and LWCC Manager.</li> </ul> |   |
| <b>Required qualifications:</b>  |   |
| <p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor Degree, College and/or other equivalent Certificates specialized in Computing, Informatics and Information Technology;</li> <li>• Bachelor Degree in English or Certificate of IELTS 6.0, TOEFL IBT 80 or TOEIC 650</li> </ul>   |   |

**Experience – Skills**

- Experience in processing data among database tools/applications for at least 01 year;
- Experience in data analysis and reports;
- Experience in graphics applications and desktop designs of documents and materials;
- Creativity, passion, adaptability and able to pick up new techniques;
- Independent and interpersonal skills
- Good at communication skills and confident in working with foreign experts in English

**Additional Considerations:**

The holder of the position is to abide by the policies set by the Norwegian People's Aid (NPA) and represent the organisation in a loyal and responsible manner.