Term of Reference (ToR)

Data and report management

<table>
<thead>
<tr>
<th>Organization</th>
<th>German Jordanian University (GJU)</th>
</tr>
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<tbody>
<tr>
<td>Funding Agency</td>
<td>The Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH, (GIZ)</td>
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<tr>
<td>Funding Program</td>
<td>Jordanian-German Energy Partnership</td>
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<tr>
<td>Project Title</td>
<td>Advice on and support of bilateral energy partnerships with developing and emerging countries</td>
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<tr>
<td>Project Number</td>
<td>81281325</td>
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<tr>
<td>Position Title</td>
<td>Data and report management (part-time)</td>
</tr>
<tr>
<td>Number of positions</td>
<td>5</td>
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<tr>
<td>Location</td>
<td>German Jordanian University (GJU)</td>
</tr>
<tr>
<td>Duration</td>
<td>5 working days total from July 10th – Sep 30th, 2023</td>
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Notes:
- The application and CV’s must be filled on the following link: https://docs.google.com/forms/d/1VHXvqDqjXXSoDmuWJLpHUjE0AuU4Z-DeG8LiM79Jo/edit
- Please note that only short-listed candidates will be contacted.
- Any proposals received after July 7th 2023 will not be accepted.
- Women candidates are encouraged to apply.

Introduction

We are looking for a part-time data and report manager to monitor databases for accuracy and data integrity; manage and manipulate large amounts of data and generate charts, graphs or reports accessible to staff and members of the public.

The best candidate is someone who can work collaboratively with the GJU team, is passionate about web development, and has a deep understanding of front-end and back-end development technologies and methodologies. If you are looking for a challenging and new exciting opportunity, you can apply!

Job Description and Responsibilities

- Create and enforce policies for effective data management
- Formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
- Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects
- Establish rules and procedures for data sharing with upper management, external stakeholders etc.
- Reporting and data extraction
Minimum Qualifications

- 3 years experience in report management
- Good knowledge in energy field
- Good English language skills
- Experience with data management, analytical reporting, and data visualization
- Proficient in the Microsoft Excel and Power BI preferred
- Familiarity with project management
- An understanding of the ethics of gathering and working with data.

Duration of the Work

This assignment is expected to be finalized within 5 working days, from July 10th to Sep 30th, 2023.

Payment Milestone

The data and report manager will be paid once 500 euro for 5 working days during the period, and the payment will be issued after submitting the required task.