

VACANCY ANNOUNCEMENT

Job Summary

Position: Data Officer (1 Post)
Reports To: Project Leader
Work Station: Bagamoyo
Apply By: March 13th 2023

Institute Overview

Ifakara Health Institute (IHI) is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

Position Summary

Ifakara seeks a qualified and experienced **Data Officer**. The Data Officer will support and maintain the data systems of the Mm4Mn project in close collaboration with the IT Coordinator/Principal Investigator (PI). The Officer will support the project team by developing data management and data cleaning plans, reviewing and analyzing data discrepancies, managing and resolving data quality issues together with the clinic staff, and routine reports to the study team.

Duties and Responsibilities

- Set up the various data systems associated with the project.
- Contribute to the design and programming of the data collection tools.
- Develop the data management and analysis plan together with the research team.
- Set up project monitoring dashboards to monitor data collected from using the CRFs
- Conduct regular data quality checks and data cleaning.
- Develop technical manuals, SOPs and training materials for the data-related components of the project.
- Together with the PI, monitor adherence to standards related to data security, including user access and database documentation, performing backup and recovery of program databases.
- Together with the IT coordinator, troubleshoot technical problems and escalate issues that could potentially impact the timelines and deliverables of the project.
- Participate in data analysis and report writing.
- Regularly report on the progress of assigned tasks to the project team.
- Perform other additional job-related duties as assigned.

Qualification and Experience

- Bachelor's Degree in one of the following quantitative fields: Statistics, Economics, Computer Science, Data Science, or Mathematics.
- At least 2 years of experience with data systems, programming, and analytic experience (experience in the health sector with health information systems would be an asset).

Ifakara Branch

Off Mlabani Passage
P.o. Box 53 Ifakara
Phone: +255232931572

Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni
P.o. Box 78,373 Dar es Salaam
Phone: +255222774756

Bagamoyo Branch

Off Chuguni Road
P.o. Box 74 Bagamoyo
Phone: +255232440065

VACANCY ANNOUNCEMENT

Skills and Competencies

- Knowledge and interest in IT and computer systems, and software development.
- Knowledge of SQL language (querying and manipulating), a good understanding of relational databases, ODK, etc.
- Skills/knowledge of one or more programming languages such as R, STATA or Python.
- Ability to manage data, including quality-checking, cleaning, anonymizing, dispatching, and backing up.
- Proactive attitude, including willingness to learn new technologies and skills quickly.
- Good problem-solving skills.
- Good communication skills – both written and verbal.
- Good organization skills and attention to detail.
- Team working spirit as well as the ability to work independently.
- Adhere to IHI core values (Transparency, Responsibility, Integrity, Respect and Initiative).

Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **17:00hrs on Monday, March 13th 2023**. All e-mail application subject lines should include: **DATA OFFICER – MM4MN. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager
IFAKARA HEALTH INSTITUTE
#5 Ifakara Street Plot 463 Mikocheni
P.O. Box 78,373
Dar es Salaam, Tanzania
Email: recruitment@ihi.or.tz

Ifakara Branch

Off Mlabani Passage
P.o. Box 53 Ifakara
Phone: +255232931572

Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni
P.o. Box 78,373 Dar es Salaam
Phone: +255222774756

Bagamoyo Branch

Off Chuguni Road
P.o. Box 74 Bagamoyo
Phone: +255232440065