

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Data Officer (1 post)  
**Reports To:** Principal Investigator/Project Leader  
**Work Station:** Dar es Salaam  
**Apply By:** April 27<sup>th</sup> 2022

### 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 and policy translation.

### Position Summary

Ifakara is looking for a qualified and experienced individual to work as a **Data Officer**. The individual will work as an assistant to the Data Manager and will support the delivery of data management services for research in the TIMCI project as per the requirements of the study protocol in 66 health facilities located in Tanga, Tabora, and Mwanza. The Data Officer will also be responsible for the provision of data management support for the study team ensuring that data is of the highest quality and integrity, that it is free from any errors before it is analyzed.

### Duties and Responsibilities

- Work closely with the study coordinator, Data Manager, study team, and other stakeholders.
- Prepare data management documentation.
- Support Investigators in the preparation of data management plans.
- Support to oversee database administration including management of user account access and support.
- Provide training and mentoring to research assistants.
- Perform quality review of data for completeness, accuracy, and consistency based on the specific study protocol.
- Generate data queries, track query resolution and provide data cleaning status updates.
- Liaise with data server host site staff with regard to software maintenance and system administration.
- Assist in the preparation of monthly, quarterly and/or annual reports, assisting supervision of data collection and coordination of randomized control trial.
- Perform any other duties that may be assigned by the Principal Investigator.

### Qualification and Experience

- Bachelor in Computer Science/Information, Technology/Health Informatics or Statistics or equivalent qualification.
- Minimum of 2 years' experience relevant to research coordination, data management and analysis.

### Skills and Competencies

- Knowledge of data management terminology.
- Knowledge and Proficiency in statistical analysis packages (STATA, or SPSS or R).

#### 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

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- Experience in electronic data management (ODK).
- Ability to communicate effectively and in a professional manner in English and Swahili languages.
- Flexibility and ability to manage competing priorities.
- Strong coordination planning and organizing skills.
- Proactive individual with readiness and ability to learn new skills as required by the position.
- Knowledge of data management terminology.
- Knowledge and Proficient in statistical analysis packages (STATA, or SPSS or R)
- Experience in electronic data management (ODK)
- Ability to communicate effectively and in a professional manner.
- Strong written and oral communication skills (English and Swahili).
- Flexibility and ability to manage competing priorities.
- Strong coordination planning and organizing skills.
- Proactive individual with readiness and ability to learn new skills as required by the position
- An individual with initiative and good judgement, capable of problem solving and working independently.
- Familiarity with randomized control trials will be an added advantage.

### 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 Wednesday April 27<sup>th</sup> 2022**. All e-mail application subject lines should include: **DATA OFFICER – TMCi PROJECT. Only shortlisted applicants will be contacted for 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](mailto:recruitment@ihi.or.tz)

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