

VACANCY ANNOUNCEMENT

Job Summary

Position: Data Officer (1 Post)
Reports To: Principal Investigator
Work Station: Dar es Salaam
Apply By: 30 August 2025

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 Health Institute seeks a **Data Officer** who will oversee and manage data throughout the lifecycle of the IMCI-PLUS research study from the initial design phase to the final dataset delivery to the sponsor. The ideal candidate will leverage technical expertise to ensure high-quality, timely, and accurate data management that aligns with project goals and sponsor expectations.

Duties and Responsibilities

- To ensure protection, rights, safety, and well – being of the study participant.
- Develop a comprehensive Data Management Plan (DMP) outlining the data collection and processing workflow.
- Oversee and mentor data clerks and officers, providing training as needed.
- Design and maintain study source documents and Case Report Forms (CRFs).
- Build and manage the project's Electronic Data Capture (EDC) system and database.
- Perform regular quality assurance (QA) and quality control (QC) of CRFs and data entries.
- Communicate with the Project Manager on matters related to QC, supplies, and CRF updates.
- Lead the resolution of data queries and discrepancies.
- Coordinate eligibility meetings and track participant enrollment, providing daily status updates.
- Develop and maintain SOPs and user manuals related to data processes.
- Support staff in the use of CRFs and EDC tools.
- Manage inventory of data collection supplies and oversee proper data archival procedures.
- Ensure confidentiality and secure handling of participant-identifying information.
- Generate and submit regular QA/QC and weekly data reports.
- Review CRFs, define validation rules, and implement automated checks.
- Conduct internal data audits to ensure compliance with SOPs, regulatory standards, and best practices.
- Implement corrective and preventive actions for identified data quality issues.
- Ensure strict adherence to approved study protocols.

Ifakara Branch

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

Dar es Salaam Office

Plot 463 Mikocheni
 P.O. Box 78,373 Dar es Salaam
 Phone: +255222774756

Bagamoyo Branch

Kingani Area
 P.O. Box 74 Bagamoyo
 Phone: +255232440065

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Qualification and Experience

- Minimum of a bachelor's degree in Statistics, Applied Statistics, Biostatistics, or Computer Science.
- At least 2 years of experience in data management or a related role in a research environment.

Skills and Competencies

- Strong command of statistical software such as Stata, R, or Python.
- Solid understanding of the full data management cycle.
- Basic IT skills, including familiarity with server operations.
- Working knowledge of Good Clinical Practices (GCP) and relevant regulatory frameworks.
- Experience with Electronic Data Capture (EDC) systems, preferably ODK.
- Strong problem-solving and troubleshooting abilities.
- Excellent written, verbal, and organizational communication skills.
- Attention to detail, high self-motivation, and ability to work independently.
- Flexibility to work on additional tasks and extended hours when needed

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 **16:30hrs (EAT) on 30 August 2025**. All e-mail application subject lines should include: **DATA OFFICER – IMCI PLUS. Only shortlisted applicants will be contacted for interview.**

Senior Human Resources & Administration Manager
IFAKARA HEALTH INSTITUTE
Plot 463 Mikocheni
P.O. Box 78,373
Dar es Salaam, Tanzania
Email: recruitment@ihi.or.tz

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