Job Title	**Job Location**	**Category**
Data Management Specialist	Dar es Salaam	Data Management & Admin
Job Type	**Job level**	**Industry**
Full Time	Intermediate	Research, Non-profits (NGO)

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget	**Max Budget**	**Primary Industry**
-	-	Research: 5 Years
Secondary Industry	**Primary Category**	**Secondary Category**
Non-profits (NGO): 5 Years	Data Management & Admin: 5 Years	-
Certificate	**Qualification**	
-	-	

Summary

One of Africa's pre-eminent health research organizations is looking for a Data Management Specialist. The Data Management Specialist is responsible for designing and implementing data-centric systems tailored to the Institute's requirements. The position's primary role encompasses formulating systems, protocols, and guidelines for effective data management within the organization. The specialist's overarching responsibility involves supervising the entire lifecycle of data, which includes planning, collection, organization, storage, and utilization. This oversight ensures the accuracy, security, and accessibility of data for diverse stakeholders and facilitates informed decision-making processes within the organization

Responsibilities

- Design and maintain databases, data warehouses, or data lakes. Optimize database structures for efficient data storage, retrieval, and analysis.
- Develop and implement strategies for collecting and aggregating data from multiple sources. Ensure the integration of diverse data sets into a unified database or system.
- Establish protocols and standards for data quality, validation, and cleansing. Regularly monitor data integrity, accuracy, and completeness, and implement corrective measures as needed.
- Implement and enforce data security measures to safeguard sensitive information. Ensure compliance with data protection regulations/laws and internal data governance policies.
- Collaborate with stakeholders to understand data needs and provide support in analyzing data sets. Prepare reports, dashboards, and visualizations to communicate insights effectively.
- Develop and maintain data governance frameworks, policies, and procedures. Document data management processes and guidelines for data handling, storage, and access.
- Provide technical support to users on data management tools, systems, and platforms.
- Oversee the integration of new technologies and initiatives into data standards and structures.
- Conduct training sessions to educate staff on data management best practices.
- Stay updated on emerging trends, technologies, and best practices in data management. Identify opportunities to improve data management processes and tools to enhance efficiency and effectiveness.

Education & Qualifications

- Master's degree in computer science, Computer Engineering, Information Systems, Data Management, or a related field.
- Advanced degrees or certifications (e.g., CDMP, DAMA) could be advantageous.

Requirements

- At least Five years of practical experience in data management, data analysis, or related data administration functions, including collection and distribution.
- Proven track record in data management, database administration, or similar roles
- Proficiency in database technologies such as SQL, NoSQL, and familiarity with data visualization tools like Tableau, and Power BI.
- Knowledge of data manipulation languages like Python, R, Perl, and additional training in Linux configuration and other specified data management applications. In-depth understanding of modern databases and information technologies.
- Thorough comprehension of management and data administration duties, encompassing collection, analysis, and distribution.
- Ability to compile, organize, and present findings and data retrieved to management.

Characteristics

- Strong analytical and problem-solving skills to interpret and analyze complex data sets.
- Ability to analyze, interpret, and organize large volumes of data effectively.
- Excellent communication skills to translate complex problems into non-technical terms for various stakeholders.

Reporting To

- Director of Strategic Information, Systems and Evaluation

Driving Licence

Not Required

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