



POSITION REQUIRED: DATA MANAGER (1 POSITION)

The Infectious Diseases Research Collaboration (IDRC) seeks to hire a **suitable candidate** for the position of **DATA MANAGER** to be based at the **Kampala office** with some travel to the study sites in Eastern or Western Uganda, as the study requires.

Duties:

- Design and create databases in both MS Access and SQL server for research projects within the collaboration.
- Design and create secure web pages to interact with project databases for reporting, extracting data, viewing data, etc.
- Maintain and improve upon the collaboration's data management and reporting system based on feedback from staff.
- Generate and modify SQL scripts to manipulate and create datasets.
- Maintain computers and networks including backup systems and antivirus software.
- Write and modify Visual Basic programs to interact with SQL Server databases.
- Liaise with staff members to investigate and rectify data queries.
- Develop reports, including automated web reports according to the needs of the project leaders.
- Supervise data entry officer personnel..

Qualifications and other desirables for the job

- A masters degree in Statistics, IT or related fields
- Experience in Management of large volumes of data
- Excellent communication, organizational and interpersonal skills
- Ability to work under stringent deadlines and to work independently
- Ability to lead a team and or supervise a Team

How to apply: Send your typed application letter together with your current CV, 2 reference letters from past employers and copies of academic certificates to:

The Human Resource Manager, Infectious Diseases Research Collaboration (IDRC),

P. O Box 7475, Kampala, 2C Nakasero Hill Road OR

IDRC Tororo office at the Tororo District Hospital OR

IDRC Mbarara Office opposite Lake View Hotel OR

IDRC Mbale office on Plot 35 Masaba Road OR

IDRC Busia Office at Masafu General Hospital.

This advert can also be found on the website www.idrc-uganda.org/careers

Deadline for receiving applications: **23rd December 2016**. Only shortlisted candidates will be contacted in less than three weeks after the deadline of this advert. Applications that lack the desired qualifications and requirements listed above will not be considered.