



### **DATA OFFICERS (6 POSITIONS)**

The Infectious Diseases Research Collaboration (IDRC) seeks to hire **6 DATA OFFICERS (for an anticipated period of 3 months per survey)** to be based at the **study sites in Eastern or Western Uganda**. The Data Officers will be entering **Cross-Sectional Community Survey (CSS) data**.

#### **Duties**

- Enter data collected from the CSS survey
- Upload data from the tablets at the end of each field day
- Reconcile paper records (logs and forms) with electronic data bases
- Participate in routine troubleshooting identifying gaps in the current database/system
- Liaise with staff members to investigate and rectify data queries
- Ensure accuracy and completeness of data entered
- Work closely with relevant staff on data coding problems and assist in developing means for correction
- Maintain confidentiality of records and research findings as appropriate.
- Take part in regular team meetings.

#### **Qualifications and other desirables for the job**

- A degree in Statistics, IT or related fields with prior experience managing large volumes of data
- Prior experience working with electronic data capture (tablets/smart phones technology)
- Willingness to live and work up country in Eastern or Western Uganda
- Excellent communication, organizational and interpersonal skills
- Ability to work under stringent deadlines and to work independently

**How to apply:** Clearly indicate in your application letter ***“Application for the post of Data Officer” and state your region of preference “Eastern Region or Western Region”***.

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](http://www.idrc-uganda.org/careers)

**Deadline** for receiving applications: **19<sup>th</sup> 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.