
NATIONAL INSTITUTE FOR MEDICAL RESEARCH

Telephone: +255-28-2500399
Telefax: +255-28-2500654
E-mail: mwanza@nimr.or.tz
Website: www.nimr.or.tz

MWANZA RESEARCH CENTRE

*Isamilo road,
P.O. Box 1462,
Mwanza,
Tanzania*



Vacancies

Position: Assistant Data Manager

The National Institute for Medical Research (NIMR) is a Parastatal Organization established by the Act of Parliament No. 23 of 1979 and became operational in 1980. The Institute is mandated to carryout medical research among other mandates. The National Institute for Medical Research (NIMR) Mwanza Center is looking for a full time qualified Tanzanians to fill posts of Assistant Data Managers for one of its studies under TAZAMA Project.

The main roles of the post holders are to set-up and manage electronic data collection in the field and editing of collected data.

Qualifications and experience: Diploma/Graduate in data management/programming with at least 2-3 years experience in data management/programming.

Responsibilities:

1. Uploading the created CSPro data entry and processing applications into the Access CSPro management system that will then be used to drive the data entry and editing processing.
2. To participate in the design of all data collection instruments by reviewing the documents for logical error, aiding in formatting and laying out the documents, preparing the documents for printing with serial numbers and documenting them in DDI.
3. Take part developing the data entry and processing system by first authoring edit specification documents for each data collection instrument. Then developing the CSPro data dictionary, creating a CSPro data entry application and last a CSPro batch editing application.
4. Take part in developing, managing and reporting on the flow of varied survey forms and samples. This will include accounting for forms that have been printed, distributed to the field and received from the field.
5. Distributing and versioning the datasets as changes are made to them and accounting for which analyst have which data and properly organize and digitally archived.
6. Take part in linking sero data to the DSS by preparing invitation slips that have their name and ID numbers printed on them.

7. Take part in developing developing computerized database search tools to aid in linking individual to their DSS residence.
8. Take part in the production of the invitation slips and clinic registers from the DSS population data by identifying all individuals within the DSS that meet the eligibility criteria for the sero-survey.
9. Ensuring tools and equipment for data collection are in order and in working condition all the time.
10. Any other related duties as may be assigned.

Duty station:

- The successful candidates will work at NIMR Mwanza center and should be ready to take-up the job in the second week of April, 2015

Remuneration:

- Very attractive package will be provided to the successful candidates

Deadline:

- Deadline for application will be 31st March, 2015 and thereafter, short listed candidates will be contacted for further information. If not contacted (for interview) by 7th April, 2015, consider yourself unsuccessful.

All applications should be sent to:

**The Director
NIMR Mwanza Center
Box 1462
Mwanza
Tanzania**