ADRA DRC- Tudienzele - Database Officer/003/RH/02_ 24

POSITION TITLE: **Database officer**
POSITION AVAILABLE : **1**
LOCATION : **Tshikapa / Kasaï**
TYPE OF CONTRACT: **Short Term Contract / Renewable**

1. CONTEXT

ADRA is a global humanitarian organization that works with people in poverty and distress to create justice and positive change through empowering partnerships and responsible actions. For this position Based in Kasai, DRC; ADRA seeks passionate Database Officer, engaged and experienced candidate who embodies values of connectedness, courage and compassion.

The Database Officer will work for theTUDIENZELE program funded by BHA USAID, a five-year innovative and integrated food security program which will reduce food insecurity and vulnerability among food insecure households and communities in Kasaï province, DRC. The project is implemented by a consortium that comprise Adventist Development and Relief Agency (ADRA), as the prime; and Action Contre Le Faim (ACF), Johns Hopkins Centre for Communication Program (CCP), Femmes Main Dans La Main pour le Development Intregrale FMMDI (specialized On Gender, Youth, and Social Inclusion), and ADAM Smith International (credit and capital partner) partners.

2. ORGANIZATIONAL POSITION

The **Database Officer** will work under the supervision of the Database Manager.

DUTIES AND RESPONSABILITIES

The duties and responsibilities of the Database Officer include:

Data Management:

- Determine the primary data and information elements that are required internally and externally to support the project
- Design, develop and manage databases, spreadsheets and other data tools

- Understand, document, and ensure the quality of high-value data for accuracy, consistency and comparability
- Consolidate operational information on a regular schedule to support analysis and design and implement sustainable information management and dissemination systems for data collections
- Develop and implement proper backup, restore, data validation, and security procedures to ensure data integrity and availability
- Revise the guidelines of using database ensuring clarity and explicitly in terms of using the database and provide visual guidelines

Data Analysis

- Act as a focal point/central instrument for the collection, analysis and dissemination of information relevant to the project activities.
- Collect and compile forms completed at field by local staff implanting the project in health areas in Kamonia territory
- Organize, design and carry out the evaluation and analysis of datasets related to the project,
- Develop data standards and advise on the application of these.
- Understand, document and ensure the quality of high-value data for accuracy, consistency and comparability

Visualization/Reporting

- Produce and update information products such as maps, charts and infographics by turning data into graphical products to convey messages and a storyline as well as support strategic and operational decision-making
- Support the MEAL Lead with producing reporting templates and procedures as well as reports, such as situation reports etc.

Training/Technical Support

- Provide maintenance and end user technical support in issues relating to the database use and administration, data entry and access to the existing database.

4. BASIC SKILLS

- **Data base creation and management**: Data compilation and analysis, Account and file management, Managing database software, Database planning and design, Data integrity, Communication and ability to work in a multicultural environment.
- Ability to build, manage and maintain databases, database processes, implement database patches and backup/recovery procedures
- **Data visualization**: create graphs, charts and other visual elements to communicate patterns and trends
- **Reporting and Documentation:** Excellent report writing skills to prepare comprehensive, accurate, and timely progress reports and periodic reports for internal and external stakeholders.
- **Supervision and Leadership**: Ability to provide guidance, supervision, and leadership to the data management team (database assistant, database officer and data collectors).
- **Data Management**: Proficiency in organizing and managing data, including data storage, security, and quality assurance, to facilitate easy access and analysis.

- **Accountability Mechanisms:** Knowledge of accountability mechanisms and experience in establishing and managing complaint and feedback mechanisms to ensure transparency and accountability to beneficiaries and stakeholders.

QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Social Science, Public Policy, Statistics, Economics, Monitoring & Evaluation, Demography, Development Studies, life/health sciences or related field.
- Master's degree will be an added advantage
- Minimum of three (3) years' MEAL experience in development or humanitarian programs
- Demonstrated experience in data processing and management of large-scale surveys.
- Strong experience in conducting research studies including the entire evaluation cycle, from design and formulation to implementation, analysis and presentation of results and recommendations.
- Must be results-focused and able to work under pressure and tight deadlines.
- Excellent interpersonal skills and the ability to work well within a multi-cultural team environment.
- Strong analytical skills.
- Technical knowledge and experience in implementation of gender and disability sensitive approaches.
- Knowledge and experience in implementing of either health care or social protection program is an added advantage. Knowledge of mobile data collection software/Application: Survey CTO, Kobo Collect or any other.

5. LANGUAGE PROFICIENCY

- Must be fluent in French, both oral and written;
- Intermediate Level of English is required;
- Mastering of the local language will be an asset

6. COMPUTER SKILLS

- Detailed understanding of the full Microsoft Office Suite (Word, Excel, PowerPoint, Teams...);
- Vision conference app or online tools meeting.
- Knowledge of LOGALTO software will be an asset

7. HOW TO APPLY

- We invite you to post your CV in Microsoft Word format **in English** (compulsory mention of the position title in subject of your application): **" Database Officer "**and your application letter **(in English)** via TDZRecruit@adradrcongo.org

- no later than " March, 8th,2024"
- Provide us with three references in connection with your previous employments;
- Only prequalified candidates will be invited;
- Qualified woman are encouraged to apply.

AGENCE ADVENTISTE D'AIDE ET DE DEVELOPPEMENT
* ADRA *

REPUBLIQUE DEMOCRATIQUE DU CONGO
OFFICE NATIONAL DE L'EMPLOI
« ONEM » (VISA)

VISE PAR NOUS SHANGU Laurent
FONCTION D.P. KASAÏ
LOCALITE TSHIKAPA
SOUS LE N° 067/2024
SIGNATURE 01/3/24