

**UNIVERSITY OF ZIMBABWE COLLEGE OF HEALTH SCIENCES – CLINICAL TRIALS RESEARCH CENTRE/INTERNATIONAL TRAINING AND EDUCATION CENTRE FOR HEALTH (UZCHS-CTRC/I-TECH).**

**Vacant Post: Database Assistant x1**

**Background:**

University of Zimbabwe College of Health Sciences – Clinical Trials Research Centre (UZCHS-CTRC) on behalf of I-TECH (International Training and Education Center for Health) is seeking suitably trained and qualified applicants to fill the position of Database Assistant. I-TECH's activities occur primarily in the technical areas of health system strengthening; health workforce development; operations research and evaluation; prevention, care and treatment of infectious diseases. I-TECH is funded by PEPFAR through Center for Disease Control to implement HIV & TB treatment and care services in five Zimbabwean provinces in support of the Ministry of Health and Child Care (MoHCC). The contract is for ten (10) months effective 01 December 2018 to 30 September 2019 and is renewable subject to funding and satisfactory performance.

**Position Summary**

The incumbent will work with the ICT team to assist in managing Data and ICT infrastructure on a day-to-day basis and all work will be done under the direct or indirect supervision of a member of the ICT team. He/She will provide data support to the Database Administrator, M&E staff, district and provincial level teams and outside data contributors, including troubleshooting, user training and technical support.

**Responsibilities**

- Management of data including writing of ad hoc queries to verify data validity and produce customized reports in various formats.
- Data documentation and updates, version control, and migration management.
- Data analysis and report writing.
- Providing support on data migration and ingestion including data processing and validation of received datasets.
- Data visualizations and charts.
- Providing Tier 1 and tier 2 technical support as part of the I-TECH Zimbabwe help desk for users.
- Network administration, troubleshooting, user training and support.
- Helping in the administration, development and customisation of local applications including systems security implementation.
- Maintenance of wired and wireless network components and ensuring optimum performance of devices and maximum uptime of network.
- Deploying mobile devices, laptops, desktops and systems software for project staff and data collection personnel.
- Liaising with ISP/IAPs to ensure optimum internet connectivity for research and project staff.
- Performing any other duties as assigned by the Supervisor.

**Qualifications, Skills and Experience**

- Bachelor of Science Degree in Computer Science/Informatics or related field.
- Minimum of 1-3 years working experience in a reputable organisation, with demonstrable outputs on various completed projects and in software development.
- Certification in key areas such as data science, visualizations or statistics preferred.
- Must be comfortable with SQL queries and familiar with data visualization tools and have strong skills in Microsoft office automation products.
- Candidates with experience in mobile data collection platforms such ODK, Magpi, Captricity et al, are encouraged to apply and will be viewed more favourably.
- Strong communications and customer service skills
- Excellent organizational, time management and interpersonal communication skills and demonstrable ability to work independently as well as collaboratively.
- Must be prepared to travel and provide support to project staff in Zimbabwean districts.

Interested candidates should submit their application letter, detailed Curriculum Vitae and certified copies of certificates to the below mentioned address. The closing date for applications is 9 November 2018 to: -

**The Human Resources Manager  
UZCHS-CTRC  
15 Phillips Avenue  
Belgravia, HARARE**

**Only shortlisted candidates will be contacted.**