

1. Data Officer (1 Position(s))

Job Description

Job Summary

- *Ifakara Health Institute is seeking Data Officer – Intern, this role will be based at Bagamoyo Branch to support the Vector Control and Product Testing Unit (VCPTU), ensuring the management of high-quality data across laboratory and field-based studies. The role involves overseeing data collection, entry, cleaning, analysis, storage, and security to support research integrity and operational efficiency. The officer will be expected to implement and maintain systems that adhere to Good Laboratory Practice (GLP) standards, ensuring data traceability, reliability, and regulatory compliance*

Responsibility:

Responsibilities

- *Develop and maintain data management systems and databases (e.g., REDCap, ODK, SQL)*
- *Oversee data entry, validation, cleaning, and deduplication processes*
- *Conduct regular data quality audits and implement improvement measures*
- *Ensure data integrity, security, and confidentiality*
- *Develop digital data collection tools (e.g., using ODK, KoboToolbox, Survey CTO)*
- *Train and supervise field teams on proper data collection procedures and tool usage*
- *Monitor incoming data in real-time and provide feedback to data collectors*
- *Perform descriptive and inferential statistical analyses using Stata, R, SPSS, or Python*
- *Generate dashboards, summaries, and analytical reports for internal and external Stakeholders*

- *Contribute to donor reports, publications, and presentations through data support*
- *Maintain documentation of data workflows, metadata, codebooks, and analysis scripts*
- *Support system backups, server/database maintenance, and version control*
- *Provide ongoing support and training to project staff on data management procedures*
- *Liaise with IT and M&E teams to ensure data-related needs are met*

Skill :

Desired Skills

- *Proficiency in one or more programming languages such as Java, JavaScript, HTML, CSS, PHP, SQL*
- *Proficiency in data analysis packages, e.g., Python, STATA, R, MATLAB*
- *Proficiency in statistical software (R is a plus)*
- *Familiarity with cloud-based platforms (e.g., Google Cloud, AWS)*
- *Strong data management and data analysis skills*
- *Understanding of data protection regulations and ethical data handling practices*
- *Experience in developing mobile applications*
- *Experience in publishing in international peer-reviewed journals is a plus*
- *Must have the ambition to join the MSc and PhD programs in a related field*

Qualification Required:

Essential Qualification

- *Holder of a Bachelor's degree in Computer Science, Computer Engineering, Data Science, Health Informatics, or related field*

Experience :

Desired Experience

- *At least 2–3 years of experience in data management or M&E, preferably in the health, research, or development sectors*

Preferred Language Skill :

Preferred Language

- *Ability to communicate effectively in spoken and written English, with good presentation skills*

Job Opening date : 15-Sep-2025

Job closing date : 06-Oct-2025

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RESEARCH OFFICER (1 Position(s))

Job Description

Job Summary

- *We are looking a motivated and reliable Research Officer to support our project team for the mental health project to be implemented in primary schools in Ifakara Town Council. The Research Officer will be the principal support to the site lead, helping to manage daily project activities, oversee fieldwork logistics, and ensure proper handling of research materials. The role will also include providing basic counselling support to students when needed*

Responsibility:

Responsibilities

- *Support the project leader in day-to-day management of project activities*
- *Distribute tablets and other research tools to data collectors and ensure their safe return*
- *Maintain safe custody of all research materials, including tablets and sensitive documents*
- *Provide basic counselling support to students when required*
- *Monitor fieldwork activities to ensure smooth operations*
- *Assist in organizing team meetings and preparing progress updates*
- *Contribute to problem-solving and provide feedback to improve field operations*

Skill :

Desired Skills

- *Basic counselling skills and ability to interact with students in a supportive manner*
- *Good organizational and record-keeping abilities*
- *Computer literacy, including use of tablets*
- *High integrity, reliability, and ability to work with minimal supervision*

Qualification Required:

Desired Qualification

- *Degree in Psychology, Counselling, or a related field from a recognized institution*

Experience :

Experience Required

- *Previous research experience (data collection, supervision, or field coordination) is an advantage*

Preferred Language Skill :

Preferred Language

- *Strong communication skills in English and Swahili*

Job Opening date : 30-Sep-2025

Job closing date : 13-Oct-2025

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