

Database Officer (Mudzi)

Location: [Africa] [Zimbabwe]

Town/City: Bulawayo

Category: Information Technology

Job Type: Fixed term, Full-time

BACKGROUND INFORMATION

World Vision is a global Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. We are a community of close to 40,000 staff working across the world to help change the lives of vulnerable children. Our supporters, partners and staff join forces with communities on the ground to help children enjoy good health, be educated for life, experience the love of God and their neighbours and be cared for, protected and participating in addressing issues that affect their lives. World Vision has been active in Zimbabwe since 1973. Our operations are spread across 9 out of 10 provinces, with a majority of over 1.75 million beneficiaries in rural areas. Our current programs focus on improving the well-being of boys and girls in three priority sectors: health and nutrition, livelihoods and education. We also focus on child protection, gender and disabilities, emergency assistance and resilience building as cross cutting priorities across our programs. World Vision Zimbabwe is committed to the safeguarding of staff, children and communities that we work with, preventing any type of unwanted behavior at work, including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. We are committed to promote the welfare of children, youth, adults and individuals with whom World Vision engages with. World Vision expects all staff to share this commitment through our conduct and behavior. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work with us. If

you share the same vision and values, JOIN US and contribute to life in all its fullness for the children and communities we serve.

Job Title: Database Officer

Location: Mudzi

Duration: 5 months

About the Project

The project is a multi-sector early recovery, risk reduction and resilience program which seeks to restore food/nutrition security and reactivate livelihoods among vulnerable households in Mudzi and Mberengwa districts of Zimbabwe. The project goal aligns with USAID's Bureau for Humanitarian Assistance (BHA) mission of reducing poverty and helping people emerge from humanitarian crises and progress beyond assistance; specifically, through the ER4 lens, the program seeks to improve the capacity of vulnerable households to recover from, and adapt to shocks and stresses. The project will work closely with the Ministry of Lands, Agriculture, Fisheries, Water and Rural Resettlement and other key partners.

Purpose of the Position:

To administer the LMMS database, Develop, manage and implement proper backup, restore, data validation, and security procedures to ensure data integrity and availability. manage all the tracking procedures in the commodity department to ensure all food transactions are accounted for in compliance with donor requirements and regulations and ensure the commodity accounting procedures in Zimbabwe are in compliance with the WV partnership commodity accounting manual. The main purpose of

this position is to design, develop, test, implement and maintain the **database** system.

Major Accountabilities/Responsibilities:

- Database installation, configuration and backing up/recovery of Database
- Database troubleshooting and problem resolution
- Consolidating all district databases
- Analysing and comparing data trends in the databases
- Performing database and application monitoring to optimise database performance
- Programming the database to match with the situation on the ground as and when need arises.
- Designing and reviewing new database programs, functions, procedures, data structures and packages.
- Assisting database sizing and capacity planning.
- Formulating and monitoring policies and procedures and standards relating to database management.
- Proposing solutions, in compliance with scope and requirements, of user and management approval.

- Enrolling users and maintaining system security and provide IT support to district offices
- Train BHA program staff how to use the database for data capture and processing to produce scheduled and on demand reports and monitor users' access.
- Conduct process monitoring of project activities and provide feedback on monitoring findings to partners and programme teams for improvement in programme quality.
- Maintain functional complaints and response mechanisms and follow up on complaints received and respond in a timely manner

Qualifications and Skills:

- Degree in Information Technology/ Computer Science/Information Systems/Statistics/ Database Management or equivalent
- 3 years working experience in database design, data collection, and analysis and reporting or other related field
- In-depth working knowledge of computer based statistical packages including SPSS, CsPro, Ep-info and Excel; and information dissemination software.
- Familiarity with M&E frameworks particularly for USAID/BHA funded programmes
- 2 years' experience in database management in the NGO sector

- Knowledge and experience in using LMMS.
- Knowledge of Visual Basic-Programming, Microsoft Access, Macromedia Dream weaver, SPSS, My SQL
- Good communication skills.
- Humanitarian competencies including standards (Sphere, HAP, IASC guidelines etc.).
- Experience in liaison and coordination with government agencies, rural communities and other humanitarian agencies, excellent project management skills.
- Clean class 4 driver's license.

Shortlisting will be done as applications are received. Only shortlisted candidates will be contacted.

Qualified women are encouraged to apply.