Terms of Reference
Post title: Data Officer

Program: Revitalising Informal Settlements and their Environments (RISE)
Reporting to: In-Country Manager, RISE
Duty Station: Makassar, Indonesia
Duration: 6 months, extendable based on performance
Number of posts: 1 post

Background:

The Revitalising Informal Settlements and their Environments (RISE) programme aims to demonstrate a new approach to water and sanitation management in urban informal settlements. RISE is an action-research programme utilizing a randomized control trial (RCT) methodology involving 24 informal settlements (12 in each country). The RISE theory of change is that the water sensitive cities (WSC) approach can interrupt the fecal-oral transmission route, resulting in an improvement in human gastrointestinal health, especially for children under 5 years of age. **The overall aim of RISE is** 'to improve the lives of men and women, boys and girls in informal settlements through improvements in human health and the environment by adopting a *water sensitive cities* (WSC) approach to informal settlement upgrading. The Expected outcome is to provide the evidence that a localised, water-sensitive approach to upgrading informal settlements can deliver sustainable, cost-effective improvements in health and the environment as a complementary to 'big pipes' in the Asia-Pacific, paving the way for further deployments in the region and globally.

Key responsibilities:

1) Manage the Tablets/Mobile phones for data collection
- Daily management of tablets including checking they function, time and date is correctly recorded, data collection software is on the tablets, keep an asset register of the tablets, signing tablets in and out to data collectors
- Up load the data from the Tablet as scheduled. Check that the upload occurred
- Install software on the tablets as needed
- Download the survey forms as needed
- Deliver training for surveyCTO questionnaire design
- Support the field team deliver training in how to use the tablets for data collection.
- Support the data monitoring by the data collection team by identifying anomalies in the uploaded data
- If the tablets are used to collect other types of data (e.g., photographs), use software to take the data off the tablets and place them in an appropriate repository.

2) QA/QC of RISE data and local data management systems
- Management of the website and a "issues / Bugs" system for reporting problems
- Provide IT support to office computers and network.
- If required, manage the Laboratory Information System (LIMS) and uploading the data from LIMS onto the RISE database on a regular basis.
- Lead in data management of images, sound, and electronically collected environmental monitoring data from sites to servers.

3) Support production of accessible information and data feedback to communities and local partners

Key result areas:

Timely upload and secure management of research data.

Required qualifications and experience:

At least a Bachelor degree in Information and Communications Technology. At least five years of experience with:

- Data and database management;
- Set up and maintenance of office IT systems and equipment;
- Several different operating systems including Windows, OS, Android and iOS;
- Able to work under pressure and with complexity.

English oral and written language skills highly desirable.