

UBOS/10/2/1

Wednesday, August 21, 2019

VACANCY ANNOUNCEMENT – (EXTERNAL)

The Uganda Bureau of Statistics (UBOS) is a semi –autonomous body established by an Act of Parliament (1998) to promote the production of reliable official statistics and ensure the development and maintenance of the National Statistical System.

The Bureau's core business includes, among others, the production, coordination and dissemination of official statistics to support development processes at local and national government levels, including policy, planning, decision-making, monitoring and evaluation.

The Bureau is implementing the Information Platform for Nutrition (NIPN) project. It is seeking to recruit exceptional and dynamic qualified Ugandan professionals with high integrity and proven leadership skills, who are self-motivated and results oriented, to fill the positions below;

1.0 Position: Principal Database Officer - (Data Manager) (1)

Reports: **Director Socio Economic Survey and Director Information Technology**

Probationary Period: **6 months**

Scale: **UBOS SP1**

Type of appointment: **Fixed Contract appointment of 45 Months**

Role: To identify suitable data sets for the project, create, develop and manage an archive of data sets which support efforts to create a national data archive to inform policies, programmes and interventions in all sectors that could contribute to better nutrition for the Ugandan population.

The roles of Principal Database Officer will include or involve the following:

- Identify potential sources of data and negotiating with their owners for their availability to UBOS for analysis, with senior staff of UBOS/NIPN
- Translate analysis requests into a list of required datasets and schedule for their acquisition, processing, describing and cataloguing.
- Ensure that data sharing agreements are arranged between data providers and the host institution, with senior staff of UBOS/NIPN.
- Formulate and implement techniques to assess the accuracy and validity of data.

- Formulate and implement efficient and secure procedures for data handling and data sharing among the project team and other users.
- Enforce policies for ensuring data security to prevent security breaches and data loss, with the assistance of IT units of MDAs concerned.
- Develop a dashboard displaying nutritional specific interventions and sensitive approaches, and also ensure the dashboard is updated on a quarterly basis depending on the availability of data.
- Create an enabling environment among various sectors to ease data sharing and capacity building between them and UBOS/NIPN
- Oversee rules and procedures for data sharing.
- Plan and oversee the implementation of the infrastructure and network for the data cleaning and analysis teams with the assistance of the UBOS IT staff.
- Monitor the flow of datasets in both the data cleaning and analysis teams, and to ensure there are no bottlenecks in the distribution and sharing of data.
- Oversee the implementation, of daily operations and maintenance of the repository of datasets for the project as a part of the UBOS data repository
- Work with Data Editors to assess the quality of all data sets and add indices of quality to metadata.
- Develop syntax files in STATA to prepare and edit data ready for analysis
- Ensure effective use of data to improve NIPN, including looking at summary statistics, trends and patterns, analyzing results, and making presentations to other sectors.
- Develop a searchable record of data sets using key words developed with the Senior Analysis Advisor and the Bureau.
- Any other duties as the Director SES and/or Head of the NIPN Analysis Unit responsible for statistics may determine; which are in line with the Bureau's mandate

Minimum Requirements:

Qualifications:

- A Master's degree in Statistics, Economics, Epidemiology or Data and Information Systems with a related ICT qualification from a recognized institution.
- Bachelor's Degree (Honors) in Statistics, Economics, ICT or any other relevant degree from a recognized institution

Required skills and Experience:

Five (5) years' professional working experience of data management in a Government Department or reputable Agency in the field of statistical production and development.

- Experience in using computer software to handle and manage datasets is required, ideally on personal computers running Windows.
- Experience with creating database systems that meet an organization's needs for the available data.
- Experience of database software such as Access and Excel.
- Experience of managing datasets using statistical software such as Stata or R.
- Experience in the use of the micro data cataloguing tool, NADA, would be an advantage.

Other Requirements:

- Excellent communication skills and inter-personal relations
- Ability to lead and motivate a professional team with focus on results-oriented performance
- Sound knowledge and appreciation of computer applications
- Proven leadership and managerial abilities
- Excellent analytical, and presentation skills
- Strong attention to detail.
- High-level maths skills and the ability to translate mathematical information into concise reports

MODE OF APPLICATION:

If you believe you fit the required profile, please submit your application through the *online application system available on the UBOS Website: www.ubos.org* using this <http://bit.ly/1OkoieU> link.

*Not Later than close of business on **Friday 6th September 2019** at 5pm. No hardcopies shall be submitted.*

All applicants must attach relevant copies of academic transcripts, certificates and relevant appointment letters. (PDF copies maximum 10MB).

Only shortlisted candidates shall be contacted. All tendered in document will be verified with the relevant authorities. Any falsification of documents will lead to prosecution and any form of lobbying and canvassing will lead to automatic disqualification.

UGANDA BUREAU OF STATISTICS IS AN ALL EQUAL EMPLOYMENT OPPORTUNITY ORGANISATION