

**VACANCY ANNOUNCEMENT**

Position	Database Specialist
<p><b>1 Person</b></p> <p>Database Specialist</p>	<p><b>About RTI International</b></p> <p><b>Mission/Education/Experience</b>  RTI is an independent organization dedicated to conducting innovative, multidisciplinary research that improves the human condition. With a worldwide staff of more than 4,500 people, RTI offers innovative research and development and a full spectrum of multidisciplinary services. Universities in North Carolina founded RTI in 1958 as the first scientific organization in and centerpiece of the Research Triangle Park.</p> <p>RTI International is implementing the USAID-funded five-year Read Liberia Activity to improve reading outcomes of children in the early grades in Liberia. Read Liberia will work closely with and support the Government of Liberia’s efforts to improve the reading abilities of students in the early grades of public schools. RTI is an equal opportunity employer.</p> <p>RTI is recruiting Database Specialist who will develops and maintains project database in MS Access or SQL; plans database upgrades by maintaining, evaluating and improving data transaction processing models; maintain proper documentation of database developed for audits and references. The Database Specialist will be assigned at the Montserrado Head Office with travel to the field offices.</p> <p><b>Job Summary:</b></p> <p>The Database Specialist will support the M&amp;E team at the national and regional level by developing and managing a user-friendly database, entering data and training users. He or she will support the M&amp;E team and all the Read Liberia teams in general for tracking and reporting data required for monitoring and performance reporting</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Develop user-friendly, secure and scalable SQL or MS ACCESS database for data entry, storage and reporting</li> <li>• Integrate or link data from SQL or ACCESS database to online platforms like Microsoft PowerBI, DHIS2, KoboToolbox and so on.</li> <li>• Develop dashboards that integrates all Read Liberia electronic data from SQL or MS ACCESS and mobile data applications like KoBo Toolbox, Tangerine and DHIS2</li> <li>• Develop and implement data backup and disaster recovery procedures to safeguard activity data on and offsite</li> <li>• Maintain Follow and promote timely and correct archiving of the different monitoring tools through constant contact and collaboration with the regional and departmental actors included in the implementation plan.</li> <li>• Support the organization and the implementation of the activities for strengthening capacities of the actors in collection, management, and control for increased data integrity and security</li> <li>• Support the production of periodical M&amp;E standardized reports as well as</li> </ul>

	<p>special reports from data analysis as needed.</p> <ul style="list-style-type: none"> <li>• Upgrade Activity database routinely to include new data collection forms for activity data collection, monitoring and reporting</li> <li>• Perform other tasks as assigned by the Supervisor from time to time</li> </ul>
<p><b>Qualifications</b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree and 1 year of experience or equivalent combination of education and experience</li> </ul> <p><b>Skills &amp; Abilities:</b></p> <ul style="list-style-type: none"> <li>• Excellent knowledge and skills in developing databases in MS ACCESS or SQL (Specific database development skills or knowledge of in SQL, Power BI, DHIS2 and Tangerine is an added advantage)</li> <li>• Ability to receive database users feedback and translate feedback into technical improvements to make database efficient for the purpose of ease of access, administration and data security</li> <li>• Excellent ability to multi-task; details oriented and precision focus</li> <li>• Ability to work well with others and having excellent knowledge transfer skills for training database users</li> <li>• Ability to listen and communicate well both verbally and in writing</li> <li>• Ability to work independently and for longer hours and remain focused</li> <li>• Experience performing basic data analysis with Excel, SASS, SPSS, R or similar analytics software</li> </ul>
<p><b>To Apply</b></p>	<p><b>Applicants are requested to send:</b></p> <ul style="list-style-type: none"> <li>• A motivation letter and updated curriculum vitae to: <a href="mailto:jobs@readliberia.rti.org">jobs@readliberia.rti.org</a></li> <li>• Address your application to: <b>Human Resources Department RTI International/USAID Read Liberia MK Kafel Building, Gardner Avenue Btw. 16th &amp; 17th Streets, Sinkor 1000 Monrovia, 10 Liberia</b></li> <li>• Interested applicants may submit hard or soft copy application</li> <li>• In the subject line of your email and applications, please list Communication Specialist</li> <li>• Only shortlisted applicants will be contacted</li> </ul>
<p><b>Deadline</b></p>	<p><b>July 18, 2018 at 5:30 PM</b></p>