



## **COLLEGE OF MEDICINE**

### **VACANCY**

The College of Medicine a constituent college of the University of Malawi, is inviting applications from suitably qualified candidates to fill the following vacant position tenable at its campus in Blantyre. The successful candidates will be on ONE (1) year renewable contracts.

#### **DATA OFFICERS (2 POSTS)**

These data officer will support the M&E with assistance in collecting and maintaining ART clinic, student records and Pharmacovigilance Centre records and data, ensuring that data is stored according to data security protocols

#### **DUTIES AND RESPONSIBILITIES**

Reporting to the Monitoring and Evaluation Officer (PEPFAR -IMEM), key functions of the Data Officer are as follows:

- Entering, updating, and cleaning data in project databases.
- Supporting the M&E Officer in database design and maintenance, data collection, analysis and report writing from the assessments carried out in the program.
- Assisting in collection of service and performance indicator data.
- Participating in the preparation of monthly, quarterly and annual reports as required.
- Assisting project staff in setting appropriate indicators, collecting and analyzing data, and maintaining spreadsheet databases with regular data input.
- Participating in operational research activities

#### **REQUIREMENTS/QUALIFICATIONS**

- A diploma / advanced diploma in computer studies or a related field.
- Minimum of one-year practical experience working in the data management or M&E field.
- Familiarity with statistical packages database development programs such as Ms Excel, Ms Access, Epi Info, STATA, and SPSS.
- Strong verbal and written communication skills.
- Must be self-motivated, innovative and able to meet targets in a timely manner.
- Computer programming knowledge would be an advantage.
- Ability to travel to all sites in the assigned region as required.

Applications including detailed curriculum vitae, copies of certificates and names and emails of three traceable referees should be submitted to:

The Registrar  
College of Medicine  
P/Bag 360  
Chichiri, BT 3  
Or email: [hr@medcol.mw](mailto:hr@medcol.mw)

Applications should be received not later than 31<sup>st</sup> October,2015. Only signed applications will be considered and short listed candidates will be acknowledged.