Data Manager
based in Farafangana, Madagascar

Position: Data Manager
Duration: Twelve months (with three month trial period)

Structure
Direct Report: Tojo Ramaroson, Program Director
Collaborators: Nina Finley, HIH Research Manager
Noor Trienekens, HIH International Program Manager

About
Health In Harmony (HIH) is an international non-profit working at the intersection of human well-being and ecosystem integrity, a field known as planetary health. Our goal is to reverse the deforestation of tropical rainforests. We use a methodology called Radical Listening to ask rainforest communities to identify the drivers of deforestation and design solutions, and we invest precisely in those solutions. Health In Harmony has worked in West Kalimantan, Indonesia since 2007, with replication sites in Madagascar and Brazil. We are a team of passionate individuals excited about working together and committed to supporting each other as we pursue our vision: Healthy People. Healthy Forests. Healthy Planet.

Responsibilities:
The main responsibilities for this position are oriented around the following:

- Maintain the HIH database, WiFi, laptops, tablets, power banks, apps, and technical infrastructure
- Become a database “super user” with fluent knowledge of how to use the database and data entry best practices
- Monitor the data coming into the HIH database regularly and check for any errors, gaps, or duplicates
- Troubleshoot problems with the database, persisting until a solution is found (this process can include trying to fix the problem, searching the internet for suggestions, contacting the HIH Research Manager, contacting a consultant, or contacting the software company)
- Communicate in a timely manner with colleagues to request data or correct errors in the data that have been entered
- Train new staff on best practices for entering data into the database
- Become familiar with the relevant softwares, including KlinikDB SQL database, Tableau, and others
- Suggest improvements to the database based on feedback from colleagues and work with the HIH Research Manager to implement them
- During the period of database development:
  - meet regularly with the HIH Research Manager
  - gather and organize existing data from conservation and health program managers
communicate with conservation and health program managers to understand their needs and help design data entry forms for their programs

○ gather feedback from conservation and health program managers on versions of the database

○ train all relevant staff on using the new database

● Support researchers from partnership institutions, such as universities and zoos, with visits and data collection needs

● Develop budgets for costs related to data collection, database maintenance, and IT equipment

● Communicate with external data consultants as needed, including data visualization consultants and SQL programming consultants

● Prepare and send data summary reports as needed by colleagues in Madagascar (e.g. health data summary reports for the government) and in the United States (e.g. downloading and running data prep pipelines to update the Tableau Server)

Administrative Management

● Able to work with high level of accuracy and attention to detail

● Receive and respond to emails in a timely manner

● Send internal emails to team members and communicate via WhatsApp when needed

● Send external emails to other external entities such as partners and collaborators

● Receive project visitors

● Study and target the request for authorization to visit the intervention site

● Familiarize yourself with the HIH Google Shared Drives

Requirements

● Hold a Bachelor’s Degree or Master’s Degree in science, social science, data management, computer programming, or a related field

● Proficient in use and troubleshooting of laptops, tablets, GPS units, and mobile phones

● Proficient in data management and monitoring

● Comfortable working in teams and managing peers

● Able to work in remote areas

● Suitable to drive a motorcycle, holder of a category A driving license

Preferred Skills (Not Required)

● Proficient in English

● Proficient in Geographic Information Systems

Expectations

● Collaborate with the project team in execution of project tasks

● Act responsibly and with discretion in all undertakings

● Be scrupulously honest, show initiative and promote teamwork in all aspects of the job

● Act as a representative of the project in all interactions

● To be familiar with the Règlements Interieurs and Note de service of MICET

Time and Place of Work

Proposed Start Date: December 2022

Working Time: Full time (5 days a week), year-round

Location: Farafangana, Madagascar (estimated 25% in field and 75% in office)
**How to Apply:**
Please send your current resume and a cover letter to careers@healthinharmony.org by December 23, 2021.