



**VACANCY ANNOUNCEMENT  
USAID  
AMERICAN EMBASSY, ABIDJAN  
COTE D'IVOIRE**

**ANNOUNCEMENT NUMBER: 38-15**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Data Manager; USAID/FSN/PSC; FSN-08

**OPENING DATE:** October 01, 2015

**CLOSING DATE:** October 14, 2015

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** Position Grade: FSN-08

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy/USAID in Abidjan is seeking an individual to fill a **Data Manager** position in the USAID Côte d'Ivoire Field Office.

**BASIC FUNCTION OF POSITION**

The Data Manager will work as part of a multidisciplinary strategic information team and provide technical assistance to the USAID Health Office team and partners to manage data, implement data quality and information use strategies. The incumbent will provide a broad range of data management support including data entry for centralized data collection systems (DATIM and FACTS INFO) for national level indicators targets and results, USAID implementing partners quarterly reports compilations, monthly reporting required of Ebola-preparedness partners, USAID partners SIMS data entry, SAPR and APR data compilation, data quality checks, and structuring and managing the different data bases. The position is cross-cutting across all of the functions of the Health Office. S/he will respond to data needs epidemiological surveillance and survey activities and statistical analysis needs for program managers, physicians, epidemiologists, behavioral scientists and health service researchers working with projects supported by the USAID Health Office and PEPFAR. S/He will build and maintain local data bases and spreadsheets, organize and maintain lists of reports and other PEPFAR documentation into an electronic library, maintain SAPR and APR results into a local PEPFAR database, and perform data verification and data quality controls.

A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.

***Important Notice: "Applicants must submit a completed DS-174 form, a current curriculum vitae (resume) that provides the same information listed in Appendix B and found on the Universal Application for Employment (UAE) or a combination of both. To view the new form (English and French versions) as well as the instructions for***

**completing it, please click on the following link:**  
[http://abidjan.usembassy.gov/how\\_to\\_apply2.html](http://abidjan.usembassy.gov/how_to_apply2.html)

**When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.**  
***E.g.: 38-15; Data Manager; USAID/FSN/PSC***

#### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Bachelor degree-level (or equivalent BAC+ 3) in mathematics, statistics, computer science or related field is required.
2. Three years of progressively responsible experience in health data collection, data analysis utilizing statistical techniques is required
3. Experience in questionnaire design and processing, data pre-processing and data analysis using Excel, SPSS, SAS or STATA is required.
4. **Level III English** and **Level IV French** language proficiency are required. ***Language proficiency will be tested.***

#### **SUBMIT APPLICATION TO**

The Human Resources Office  
Attention: Recruitment Section  
American Embassy, Abidjan  
01 B.P. 1712 Abidjan 01  
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: [AbidjanHR@state.gov](mailto:AbidjanHR@state.gov)

#### **POINT OF CONTACT**

The Human Resources Office  
Telephone: 22-49-40-00  
Fax: (225) 22-49-41-02

**CLOSING DATE FOR THIS POSITION: October 14, 2015**

The U.S. Mission in Abidjan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.