Disease Control Center (DCC) Data Encoder (OSRO/INS/103/USA)
NPP 5

Under the overall supervision of the FAO Representative, the Project Chief Technical Advisor, and the National M&E Advisor; and under the direct supervision of the Data Encoder Coordinator to provide assistance and support to Data Encoder Coordinator in monitoring the rapid and continuous data flow from the local levels to the National level.

Responsibilities

- Perform a weekly download of local project databases, make necessary file name corrections, and append these database files to the national database, using the provided software utility programs.
- Perform a weekly backup of the central databases onto removable media, and store this backup off-site and distribute copies of the backups to relevant teams on a regular basis.
- Monitor the weekly database collection to ensure regular timely submission.
- Print and distribute hard or soft copies of the automated regular reports from the database to relevant teams on a regular basis.
- Support the DE Coordinator in providing assistance to the DAH-MOA in their expanded data management role and the operation of the project database program and M&E tasks.
- Provide soft copies of the national database back end to relevant teams on a weekly basis.
- Provide a weekly monitoring data report from the weekly local database reports.
- In coordination with the Database Programmer, monitor data quality and undertake data validation/integrity checks as required, and report the findings to the Data Encoder Coordinator.
- Provide inputs, suggestions, and comments on the quality of data submitted from the local offices (provincial and district levels) to improve performance and decrease errors in reporting.
- Monitor the number of project form backlogs at each local office to ensure that the number of forms backlogs in the local offices is under control. When issues arise, provide recommendation plan to address the backlog issues.
- Make necessary data and master list updates (including personnel list) on a monthly basis.
- Provide potential backups and technical support on data collection for local offices when required.
- Assist in the installation of project's databases at the national and local levels.
- Support the DE coordinator in trainings of local data encoders/officers on technical and non technical / administrative tasks.
- Provide inputs on form design, database design and pilot testing of new database when required.
- Support the preparation of ad hoc reports, special queries and analysis when required.
- Support the compilation of active case SMSs into an excel report when required.
- Perform other related duties as required.

Qualifications
- At minimum a Diploma 3 holder in Computer Science or related computer course.
- Minimum of 3 years working experience in related field.
- Excellent knowledge of Internet and various computer software programs, especially MS Access, MS Excel, and MS Word.
- Familiarity with Access database queries and operational issues of database management are highly desired.
- Good ability to speak and write in English and Bahasa Indonesia.
- Ability to work with individuals of different cultural / national backgrounds.
- Good interpersonal and communications skills.
- Ability to work with minimum supervision.

Duration: 3 months initial contract with possibility of extension depending on performance and availability of funds.

Duty Station
FAO ECTAD MOA Office, 6th floor, Directorate of Animal Health, Building C, Ministry of Agriculture, Jakarta, Indonesia with travel within Indonesia when required.