Data Manager – IT
(01 position- based in Dhaka)
Grade: 03, Step: 01, Gross monthly salary: BDT 1,26,936.00

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of Data Manager – IT, to be recruited for its new project titled, Participatory Action against Corruption: Towards Transparency and Accountability (PACTA) (January 2022 to December 2026). Upon joining, the incumbent will be regarded as a member of the team for TIB's core project and will remain reportable to the Coordinator-IT.

Job Description

- Develop and implement procedures for effective data management.
- Develop rules and procedures for data sharing.
- Oversee and manage staff members in the daily use of data systems.
- Guarantee adherence to legal compliance and internal regulations/code of ethics of the organisation.
- Regularly monitor and evaluate information and data systems that could affect analytical results.
- Assess system performance and make recommendations for software, hardware, and data storage improvements.
- Manage all incoming data files.
- Continually develop data management strategies.
- Assist with recognizing and upholding digital security systems to protect delicate/sensitive information.
- Use system reports and analyses to identify potentially problematic data, make corrections, and determine root causes of data problem emanating from input errors or inadequate field edits, and suggest possible solutions;
- Offer research data management (RDM) advisory service to researchers on good practices in research data management including providing advice on data citation, analysis and mining, licensing, copyright and IPR issues relating to RDM and assisting with the writing of data management plans (DMPs) and reports;
- Provide guidance to manage and enable discovery of digital objects and associated metadata in discovery tools, catalogues, archives and repositories, advising on the use of metadata schemas and discipline-based ontologies;
- The position is Dhaka-based. However, the Data Manager must have no hesitation to undertake frequent research-related field visits of short durations, if needed.
- Perform any other relevant tasks assigned by the organisation.

Educational qualifications, experience and other skills:

- Masters in Computer Science, Computer Engineering or a related field. Candidates with Masters in Social Science or Statistics with appropriate training (e.g. Diploma in Data Management / Computer Science etc.) and extensive practical experience may also apply.

In both cases however a total relevant job experience of a minimum of 8 (eight) years in data management or analysis is required.

- Candidates with 3rd Division or CGPA less than 2.5 on a scale of 4, or 3 on a scale of 5, at any level of their education need not apply;
- Ability to decipher and organize large amounts of data, have an analytical mindset with superb communication and problem-solving skills, and ability to translate complex problems clearly and in nontechnical terms.
- Working experience with Big Data will be an advantage, skills in various statistical analysis and data visualization and programming languages etc. are preferable
- Previous experience in working with a research-based organization/s and more specifically experience in managing data of large-scale nationwide survey and/or management of big data for research use shall get preference.
- Excellent communication skills, written and oral, both in Bangla and English, and good command on the use of MS Office are desirable.
- Working experience in organisation with a focus on anti-corruption/governance would be an added advantage.