ASUTA

VACANCY

Place of Work: Lindi

Introduction

Asasi ya Uwezeshaji Tanzania - ASUTA working in partnership with FHI 360 on Epidemic Control (EpiC) which is a global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID) which is dedicated to achieving and maintaining HIV epidemic control. It is led by FHI 360 as prime and has a five-year period of performance from April 15, 2019 to April 14, 2026.

ASUTA offer the following open vacancy for interested candidate;

Job Title: Data Manager

Job description:

- Develop, manage, and maintain project databases and data management systems.
- Ensure timely and accurate entry, cleaning, and verification of project data.
- Manage data backups and ensure security and confidentiality.
- Support digital tools for data collection (e.g., DHIS2, ODK, KoboToolbox, CommCare).
- Conduct routine Data Quality Assessments (DQAs) at facility, community, and project levels.
- Provide mentorship and support to field staff on proper data collection and reporting procedures.
- Develop and enforce data quality protocols and SOPs.
- Generate program performance reports (weekly, monthly, quarterly, annual).
- Analyze data to identify trends, gaps, and lessons learned for program improvement.
- Provide data visualization and dashboards for management and stakeholders.
- Support preparation of donor reports by ensuring accurate and timely data submission.
- Train and mentor project staff, community volunteers, and partners on data management systems.
- Build the capacity of field teams to use M&E tools effectively.
- Supervise Data Officers to ensure timely data entry, cleaning, and reporting.
- Work closely with M&E, program, and technical teams to align data needs with program objectives.
- Prepare monthly, quarterly and annual reports on supported program areas.
- Liaise with partners, donors, and government stakeholders (e.g., DHIS2, DATIM reporting at district/national level).
- Participate in program reviews, planning meetings, and learning sessions.

Job related Qualifications, Experience & knowledge:

- Minimum of **3–5 years' experience** in data management, preferably in CSOs/NGOs working in health, HIV/AIDS, SRH, livelihoods, or community development programs.
- Proficiency in database systems (DHIS2, MS Access, Excel, SQL, etc.) and data collection platforms (ODK, Kobo, CommCare).
- Strong skills in Excel, SPSS, STATA, or other data analysis tools.
- Experience with data visualization/dashboard tools (e.g., Power BI, Tableau) is an advantage.
- Knowledge of donor reporting requirements (USAID, PEPFAR, Global Fund, etc.).
- Strong analytical, organizational, and problem-solving skills.
- Excellent communication and interpersonal skills.

APPLICATION INSTRUCTION

Interested candidates, who meet the above requirements, should send a **CV, passport size photo and cover letter** (only). Through our email address **asutavacancy@gmail.com** The closing date for applications is **25 Jan 2026**. Each application should include at least three referees Telephone contacts must be submitted with the application. Only shortlisted candidates will be contacted for interview.