



Vacancy Announcement: COORDINATOR, OPEN ACCESS DATA CENTRE (OADC)

The Southern African Science Service Centre for Climate Change and Adaptive Land Management (SASSCAL) has been established by five Southern African countries: Angola, Botswana, Namibia, South Africa and Zambia with financial support from the Federal Republic of Germany. SASSCAL'S Mission is to strengthen the regional capacity to generate and use scientific knowledge products and services for decision making in climate change and adaptive land management through research management, human capital development and services provision. Through five priority research areas, climate, water, forestry, agriculture and biodiversity, research projects are designed to integrate research, capacity development, and also provide the basis for the development of innovative products and services. A core service of SASSCAL is the **OPEN ACCESS DATA CENTRE (OADC)**. Operating as a data hub, the OADC provides scientifically verified, harmonized and quality-controlled data, products and information that constitutes the basis for the development of demand driven services.

SASSCAL invites applications for the position of **COORDINATOR, OPEN ACCESS DATA CENTRE (OADC)** in its Regional Secretariat, located in Windhoek, Namibia. Reporting to the Director, Research and Human Capacity Development (DSTHCD) and working closely with SASSCAL Program Coordinators in five SADC countries, the Coordinator Open Access Data Centre (OADC) will manage and provide expert leadership in ensuring that SASSCAL OADC stores, processes and disseminate data, information and knowledge generated through SASSCAL research and sources. The coordinator will also support and promote mutual data exchange with relevant authorities, agencies and organisations.

MAJOR RESPONSIBILITIES:

- Design and maintain a SASSCAL OADC system to accommodate multisource data storage, integration and delivery of products and services in the region
- Supervise a team of scientists, IT technicians to make sure that all servers and computer networks are running smoothly and efficiently and are up-to-date.
- Perform data backup, network security, e-mail setups and user account maintenance
- Troubleshoot both hardware and software
- Merging databases and updating permissions.
- Facilitate, analyze and implement regional models and modelling results,
- Integrate data from other several collaborating initiatives/programs
- Set up a communication infrastructure for internal and external communication
- Transfer the knowledge and technology via web-based tools, partnerships or networks to the target group of policy makers in the public and private sectors.

MINIMUM EDUCATIONAL QUALIFICATION:

Master's degree in Information Technology/Computer Science or a related field with a 3-5 years' experience in data management.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Knowledge of computer system resources needed to design computerized data entry procedures, necessary disc storage, and computer data transfers,
- Mathematical and business skills,
- • Knowledge of one or more programming languages, e.g. Java and Visual Basic/.NET, and experiences in web-programming,
- Experience with specific types of computing or networking hardware and software,
- Practical experience in using Microsoft OS, Linux and/or Unix,
- Working knowledge in the design, installation, testing and maintenance of software systems.
- Strong communication skills,
- Eye for detail and identifying problems,
- An understanding of business,
- Analytical and commercial experience.

SPECIAL REQUIREMENTS:

Excellent writing, communication and presentation skills. Ability to work effectively under pressure. Ability to maintain pleasant working relationships with individuals of different national and cultural backgrounds. Willingness to travel extensively in the region. Experience in similar position with regional or international organizations is preferred. Proficiency in Portuguese will be added advantage

APPLICATION PROCESS:

- The deadline for applications is 20th February 2018
- Applicants should send a cover letter and a CV with details of relevant experience and three traceable referees
- Applications should be sent to:

The Executive Director, Dr. Jane Olwoch
SASSCAL Regional Secretariat
28 Robert Mugabe Avenue (Corner of Robert Mugabe and Newton Street)
P. O. Box 87292
Windhoek
E-mail: bianca.mutale@sasscal.org

Please note that only short-listed applicants will be notified by the end of February 2018.

For further information, please visit www.sasscal.org
