



## **AFROBAROMETER DATA QUALITY OFFICER**

(Payclass 09)

**Institute for Democracy Citizenship and Public Policy in Africa**

**Faculty of Humanities**

The Institute for Democracy, Citizenship and Public Policy in Africa seeks to hire a Data Quality Officer for Afrobarometer's UCT-based Data Management team. Afrobarometer conducts public attitude surveys in approximately 35 African countries, representing more than three-quarters of the population of the continent.

### **Requirements:**

- Post graduate degree in a social science discipline
- Ability to speak, work and write fluently in English
- Minimum 1 year experience in survey research
- Proficiency with data processing and management as well as statistical analysis software packages, preferably SPSS, although familiarity with Stata or other packages is acceptable
- Minimum of basic level competency in use of social statistics, familiarity with data weighting
- Proficiency using Excel
- Strong communication and interpersonal skills and ability to work in a multi-cultural, multinational environment
- Demonstrated analytical skills and ability to produce well-written activity reports, as well as at least basic analyses of data
- High level of attention to detail is essential
- Availability for regular travel

### **Responsibilities:**

The appointee will be responsible for implementation of Afrobarometer surveys and assisting the AB Network Data Manager that all work adheres to AB's strict quality standards. Ongoing tasks include:

- Assist manager in preparing country partners for Electronic Data Capture (EDC), including programming instruments and technical assistance
- Real time monitoring of data collection
- Assist manager in reviewing and finalizing datasets and documentation, including supervision of assistants
- Participate in the production of Country Summaries of Results
- Improve/Adapt Generic Afrobarometer data entry instrument
- Write Afrobarometer papers

### **Advantageous:**

- Working knowledge of French and/or Portuguese and/or Arabic
- Experience with electronic data capture systems; familiarity with SurveyToGo and other survey programming software is an added advantage
- Demonstrated experience writing social science papers at an academic level

The annual cost of employment, including benefits is between R378, 433 and R445, 215.

To apply, please e-mail the below documents in a **single pdf file** to Ian Petersen at [recruitment02@uct.ac.za](mailto:recruitment02@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

For enquiries please contact Rebecca at [rebecca.maughan-brown@uct.ac.za](mailto:rebecca.maughan-brown@uct.ac.za) or 021 650 5370

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and will be required to undergo a competency test.

**Telephone:** 021 650 2163

**Website:** [www.humanities.uct.ac.za](http://www.humanities.uct.ac.za)

**Reference number:** E19254

**Closing date:** 09 June 2019

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>

UCT reserves the right not to appoint.