

## Recruitment and Vacancy Announcement

The International Livestock Research Institute (ILRI) is one of the 15 CGIAR centers working across the globe on agriculture research and development. The CGIAR ([www.cgiar.org](http://www.cgiar.org)) is a global partnership that unites organizations engaged in research for a food-secure future. CGIAR research is dedicated to reducing rural poverty, increasing food security, improving human health and nutrition, and ensuring more sustainable management of natural resources. ILRI is established in 1994 with its headquarters in Nairobi Kenya. ILRI is a non-profit international research organization working with partners worldwide to enhance the roles livestock play in pathways out of poverty, principally in Africa and Asia.

To meet the work expansion in Vietnam, ILRI is seeking for an open-minded, dynamic and energetic research technician, who will be based in Hanoi, Vietnam and work directly under supervision of the ILRI country coordinator.

### **MAIN DUTIES (TERMS OF REFERENCE)**

- Assisting the Humidtropics SRT 1 data systems manager in the programming of data collection tools.
- Training enumerators in the use of data collection tools for large scale household surveys and supervising their use in the field.
- Responsible for specific activities in the whole data processing and quality assurance process, linking to the data systems manager and overall integrated database system.
- Producing simple summaries and analysis to support the analytical work of research staff in the region, including the generation of appropriate monitoring & evaluation indicators.
- Maintain the hardware systems used for data collection (e.g. netbooks, PDA's, GPS) and associated security of the electronic files.
- Working as project officer to liaison with partners in arranging the field activities, travelling, communication, workshop/meeting organisation etc.
- Other activities relating to the good conduct of Humidtropics SRT 1 field research

### **MINIMUM REQUIREMENT**

#### **Education:**

- A BA/BSc degree in database management, computer science, mathematics and statistics or other relevant discipline.

#### **Experience:**

- A minimum of 2 years relevant work experience, preferably in applied agricultural research
- Experience in database management and applying quality assurance (QA) standards and procedures.
- Basic knowledge and experience with the SQL language is required
- Knowledge and experience in agricultural and rural development issues in the study region an advantage
- Experience with qualitative and quantitative data analysis an advantage.

#### **Skills:**

- Excellent skills in MS Office, data collection software (CsPro, ODK) and at least one statistical package (R, SPSS, STATA)
- Excellent English written and oral skills.
- Excellent interpersonal skills and an ability to work flexibly in multicultural, multidisciplinary teams
- Willingness to travel nationally and regionally
- Demonstrated good organisational skills and ability to work under minimum supervision.
- Ability to work under pressure, often to meet tight deadlines without compromising the quality of deliverables.
- Skills in designing/development of relational databases an advantage
- Skills in web design and content management, and basic knowledge of HTML an advantage.
- Basic programming skills (e.g. C++, Java, Visual Basic) is an advantage

Please submit your application with relevant qualifications, experiences, reference and a recent photograph in MS Word or Pdf format (Max. 500 kb), not later than **05 January 2014**, via **Email: [icraf-vietnam@cgiar.org](mailto:icraf-vietnam@cgiar.org)**  
Only short-listed applicants meeting the requirements stated above will be contacted.

ILRI believes that staff diversity promotes excellence, and strongly encourages women to apply. We invite you to learn more about ILRI at our web site: [www.ilri.org](http://www.ilri.org)