**ICAP at Columbia University**

**Job Description**

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| **Job Title:** | Regional Health Information Specialist |
| **Report to (Title):** | Rick Mitchell (Director of Informatics) |
| **Incumbent:** | None |
| **Location:** | Africa (Regional – Cote d’Ivoire, Cameroon, Burundi, or DRC) |
| **Date:** | December 14, 2022 |

**INTRODUCTION**

The Informatics Center within the Strategic Information unit at ICAP at Columbia University is seeking an individual fill the position of Regional Health Information Specialist. The Health Information Specialist will participate in ICAP’s technical assistance in the development, evaluation, and enhancements of several electronic patient-level database systems for a CDC-funded projects. This position will also work with casual student employees in the Informatics Center, focusing on developing tools for tablet-based primary data collection. Additionally, this position will provide technical support to ICAP’s multi-country aggregate database system, along with technical assistance to ICAP in country aggregate database systems, focusing on data visualization and server hosting and management.

**ROLES AND RESPONSIBILITIES**

The Specialist will be responsible for:

* Serving as a developer for all ICAP-supported electronic patient level database systems developed for country ICAP programs or ministries of health.
* Assisting the Informatics Center in the development and enhancement of aggregate electronic databases for ICAP headquarters and country offices, as well as for ministries of health.
* Contribute to the enhanced collection, management, analysis, and use of data for monitoring, evaluation, and operations research through development of user-friendly front-end visualizations
* Assist in the development of electronic data collection instruments for project surveys and questionnaires
* Configure and maintain cloud-based web and database servers
* Collaborate with the university’s IT Security Office to develop and enforce appropriate data security policies on ICAP data systems
* Perform other related duties as directed

**REQUIRED SKILLS, KNOWLEDGE & EXPERIENCE**

* Fluent in French (speaking and writing)
* Bachelor’s degree in computer science, information systems, or related field
* 3-5 years professional experience in database management, health informatics, international health, or related field
* Knowledge of DHIS2, REDCap, SurveyCTO, and/or ODK is preferred
* Experience with Power BI is preferred
* Experience with SQL, Java/C#, JavaScript, and task automation using PowerShell, Windows batch scripting, or similar tools is preferred
* Strong understanding of database structures, theories, principles, and practices
* Understanding of, and experience with, relational database environments
* Excellent documentation and data mapping skills, ability to produce diagrams and schematics that visualize technical solutions
* Excellent problem solving and critical thinking skills
* Technical documentation skills
* Knowledge of data security best practices and policies
* Experience working in a team-oriented, collaborative environment
* Self-motivated and directed, with keen attention to detail