



**International
Growth Centre**

Job Description: Database Officer/s

Start date: January 2017

Period: the IGC is interested in recruiting individuals that can commit to 3 – 5 days per work for a period of 3 – 6 months.

Reporting to: Hub Coordinator with responsibility for data management.

Based at: London School of Economics.

Salary: Hourly paid (£16.08 per hour), including holiday pay.

The International Growth Centre (IGC) funds and supports frontier academic research in developing countries in Africa and South East Asia with the objective of supporting sustainable economic growth.

The IGC will be implementing a new grants management system within the next 12 months, ensuring that the organisational processes are streamlined in order to support internal and external reporting requirements and day to day project/programmatic management.

An important element of this will be the migration of existing data into the new system. This will be crucial to ensuring the successful delivery of the Systems project and for achieving the IGC's long-term objectives.

The IGC is therefore looking to recruit a database officer/s in order to carry out the following duties, requiring a **minimum commitment of 3 days per week**.

Role responsibilities:

- Input data and manage a programmatic database.
- Locate relevant data and files.
- Collate core project information, including contracts, outputs and records of approval.
- Check data accuracy according to guidelines.
- Ensure data consistency across projects.
- Transfer hardcoded data into the database and appropriate locations.
- Work with existing information and databases.
- Collaborate with different teams and individuals across the organisation to ensure accuracy of data.

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Key skills required:

- Excellent attention to detail.
- Demonstrate good judgement.
- Strong interpersonal and communication skills, both written and oral.
- Strong IT and clerical skills in the use of the MS Office suite (experience of working with Excel and/or Access).
- Excellent written English skills.

We value diversity and wish to promote equality at all levels.



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If you are interested in being considered for this role, please submit your CV and a brief supporting statement with evidence of your suitability for the position to l.e.mcdonald@lse.ac.uk by Sunday 22 of January 2017 at 6pm. In your cover letter please state the number of days per week you are able to commit to.