**Job Profile**

Job Title : Informatics Officer

Job Location : URB Country Office

Reporting to : Informatics Director

Compensation : Consolidated salary Tk. 26,500 in probationary period (three months)

Tk.28,138 after confirmation with other admissible benefits as per

URB Personnel policy.

Employment Type : Permanent Employment

**Job Summary**

The primary responsibility of the position would be the development of database and data management from structured scientific questionnaire under the direct supervision of Informatics Director.

**Specific Responsibilities:**

* Data management from structured scientific questionnaires.
* Data edits/modifies, data transport, backup and reporting.
* Database development and work closely with application development team.
* Perform testing for in-house database and applications.
* Any other responsibilities as assigned by the line manager.

**Requirements:**

* At least graduate from any recognized university with Computer Science or Computer Science and Engineering (CSE) with 2-3 years professional experience in the similar position/ responsibilities .
* Experience on Web Form or MVC, WCF, web service and UML, HTML5, CSS, JavaScript, JQuery are preferred.
* Knowledge on hardware, software, and network troubleshooting will be an added advantage.

**Other Qualifications:**

* Good oral and written communication skills in English and Bangla.
* Interpersonal, analytical and problem solving skills.
* Ability to work on own initiative as well as part of a team.
* Ability to work under pressure and meeting deadlines.
* Excellent time management and organizational skills.

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