Pacific Disability Forum

Position Description

Vacancy Title: **Data & Database Management Officer**
Location:
Reports To: **None**

Objective

The Data & Database Management Officer is responsible for establishing, maintaining, and improving data management systems that support evidence-based decision-making, programme monitoring, advocacy, organisational learning, and donor reporting across the Pacific Disability Forum. The role ensures that data is accurate, secure, accessible, and compliant with organisational policies while supporting staff and stakeholders in the effective collection, storage, analysis, and use of disability-related information.

Outcomes

Organisational Stakeholders

1. Data and Database Administration

- Maintain and administer organisational databases, information management systems, and digital records.
- Ensure data structures, user access permissions, and system configurations are maintained effectively.
- Monitor database performance and coordinate system updates and enhancements.
- Support the integration of data from multiple programmes, projects, and member organisations.
- Maintain comprehensive documentation of database structures, processes, and procedures.

2. Data Quality Management

- Develop and implement data quality assurance processes and standards.
- Conduct regular data validation, cleaning, verification, and reconciliation activities.
- Monitor data integrity and identify inconsistencies, duplications, or errors.
- Work closely with programme teams to improve data collection methodologies and reporting accuracy.
- Provide guidance to staff on data entry standards and quality requirements.

3. Reporting and Data Analysis

- Generate routine and ad hoc reports to support programme implementation, organisational performance, and donor requirements.
- Develop and maintain dashboards, data visualization tools, and reporting templates.
- Analyse data trends and provide evidence to support strategic planning and decision-making.
- Support programme teams in monitoring key performance indicators and outcomes.
- Contribute to the development of organisational learning products and knowledge resources.

4. Information Security and Compliance

- Ensure compliance with organisational policies relating to data protection, privacy, confidentiality, and information security.
- Coordinate regular data backup and disaster recovery processes.
- Monitor access controls and maintain secure data storage systems.
- Identify and escalate information security risks and vulnerabilities.
- Support compliance with donor, legal, and regulatory reporting requirements.

5. Knowledge Management and Evidence Coordination

- Maintain repositories of programme evidence, research findings, case studies, and impact stories.
- Ensure information is organised, accessible, and available for organisational learning and advocacy purposes.
- Support the collection and management of disability inclusion data from members and partners.
- Facilitate information sharing across programmes and strategic priorities.
- Contribute to strengthening organisational knowledge management systems.

6. User Support and Capacity Building

- Provide technical support to staff using databases and information systems.
- Develop user guides, procedures, and training materials.
- Deliver training and coaching to improve staff data literacy and information management practices.
- Respond to user enquiries and troubleshoot system-related issues.
- Promote best practice approaches to data collection, storage, analysis, and reporting.

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Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Customer	
Quality Focus	Deliver quality.
People	
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Information System	

Work Knowledge and Experience

Relevant professional certifications in database management, information systems, data analytics, or related fields would be advantageous.

At least 3-5 years' experience in database administration, data management, information systems, or monitoring and evaluation.

Experience managing databases and reporting systems within the development, NGO, government, or regional sector.

Demonstrated experience in data quality assurance, reporting, and analytics.

Experience providing user support and training on information systems.

Strong understanding of database management principles and information governance.

Knowledge of data protection, privacy, confidentiality, and cybersecurity practices.

Proficiency in database software, spreadsheets, reporting tools, and data visualisation platforms.

Strong analytical, problem-solving, and organisational skills.

Excellent communication, documentation, and stakeholder engagement skills.

Understanding of disability inclusion, human rights, and the Pacific regional context is highly desirable.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Senior Management Team	
	Chief Executive Officer	
	Program Manager	
	Monitoring, Evaluation and Learning personnel	
	Communications and Membership staff	
External		
	Member OPDs	
	Government Officials	

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Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.

Interpersonal Styles

Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Concrete thinker	Focuses on the tangible experiences of actual things or events.
Flexible / Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions

How To Apply

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Contact for Enquiries

Contact Name: Elizabeth Cama

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Further Contact Information: --

Closing Date: 15 Nov 2026