

Conseil Ouest et Centre Africain pour  
la Recherche et le Développement  
Agricoles



West and Central African Council  
for Agricultural Research and  
Development

**REF:08/SE-CW/GIC/2010**

## **Terms of Reference for the recruitment of a Database Management Assistant**

**Opening date for the call: 8<sup>th</sup> November 2010**

**Closing date for the call: 7<sup>th</sup> December 2010**

### **Overview:**

The West and Central African Council for Agricultural Research and Development (CORAF/WE CARD) is a non-profit declared International Association. It is composed of the National Agricultural Research Systems (NARS) of 22 West and Central African Countries.

CORAF/WE CARD Vision is to achieve *a sustainable poverty reduction and food insecurity in West and Central Africa by an increased economic growth driven by agriculture and a sustained improvement of key aspects of the agricultural research system.*

From this Vision, Its Mission is to contribute to *sustainable improvements in agricultural productivity, competitiveness and markets in West and Central Africa by meeting the key demands addressed to the regional research system by the target groups.*

CORAF/WECARD, in its activities, coordinates agricultural research ; strengthen the capacity of stakeholders; manage knowledge and advocate for resource mobilization through 8 programmes and several projects.

Lots of Data are produced in counties and at regional level as within the framework of the West Africa Productivity Program (WAAPP/PPAAO) initiated by ECOWAS with the support of the Japanese Government and the World Bank. This program helps to implement Pillar IV of the Comprehensive Africa Agricultural Development Program-PDDAA/CAADP-, and is in line with the FAAP's principles. The PPAAO/WAAPP's approach rests on the one hand on the integration and harmonization of national agricultural policies and on the other hand, the establishment of close links between research, extension, producers and private operators. The coordination PPAAO/WAAPP is provided by CORAF/WECARD.

To better manage all the Data, a Data Base is necessary to inform actors and partners of CORAF/WECARD.

The Data Base is serving for the management of Data from the technologies generated in the countries, projects activities, information on markets, publications, studies, reports...

To ensure an efficient management of the Data Base, CORAF/WECARD is recruiting an **Assistant for Data Base Management**

### **Mission**

Under the Supervision of the Manager of Information and Communication, the Assistant for Data Base Management shall mainly be in charge of managing the databases. As such, he shall operate and maintain the databases of the institution. He shall monitor and validate the data according to set standards and profiles.

### **Key activities**

The Assistant for Data Base management shall specifically be tasked with:

- Administer the database management systems,
- Perform and automate operating procedures,
- Maintain the database, diagnose failures, and remedy them,

- Ensure the integrity and security of data,
- Ensure compliance with data privacy,
- Assist the EDP(computer) manager in the web content management and monitoring web promotion tools,
- Integrate data with CMS (Content Manager),
- Monitor ICT-oriented interactive communication tools,
- Ensure the technological monitoring in ICT,

### **Related activities**

His related activities shall be to:

- Operate the tools associated with the administration of databases
- Integrate data and check their technical validity and coherence,
- Initiate the execution of operating tasks and monitor the operation,
- Write instructions for use,
- Provide technical assistance to users.

### **Skills and qualifications**

The Data Management Assistant shall have the following profile:

- Thorough knowledge of data format, query languages, and exchange procedures,
- Have good knowledge of the server environment,
- General knowledge of computer security rules,
- Basic knowledge of standard operating systems and networks,
- Have good knowledge of information systems,
- Have good knowledge of CRM and CMS,
- General knowledge of programming languages,
- Having once managed databases,
- Be bilingual (French, English),
- At least Graduate or having completed three(3) years University studies in Computer Management and specialized in managing databases,
- At least 5 year experience in Data Base Management

- Have a strong knowledge in: [Microsoft SQL Server](#), [Microsoft Access](#), [Microsoft FoxPro](#), [Oracle](#), [Sybase](#), [MySQL](#), [PostgreSQL](#).
- Have knowledge in web application development
- Know how to develop in Java (J2SE, J2EE), and have a mastery of JDBC and other ways to connect to data sources
- Have a good command of Net Framework
- Have a general knowledge of programming languages,
- use the features of ADO. Net for a better exploitation of data sources
- Have advanced knowledge on Web Services
- Tapping sources of data in XML format
- Knowing how to implement stored procedures
- Know the model needs to develop databases
- Having a mastery of object-oriented programming (OOP)
- Have a knowledge of design patterns
- Have extensive knowledge on computer analysis tools in this case cherries and ULM

### **Applications**

The application should include a letter expressing interest, the detailed resume of curriculum vitae of the applicant and the various references. The application must be sent to: **Executive Director of CORAF/WECARD, 7 Avenue Bourguiba BP 48 Dakar-RP, Republic of Senegal** or by e-mail to [secoraf@coraf.org](mailto:secoraf@coraf.org) not later than **December 7, 2010**.