

JOB DESCRIPTION	
NAME:	DESIGNATION: Research Data Processor
LOCATION: Technical Services, Simunye	SUPERVISOR: Crops Agronomist
SUMMARY OF DUTIES AND RESPONSIBILITIES KPA 1: RESEARCH DATA CAPTURE i. Receives and captures agricultural research data (i.e., generated from field trials, laboratory analyses, crop assessments, soil investigations, and other research activities) accurately and timeously into approved databases, spreadsheets, and other data-management systems. ii. Ensures that captured data are correctly coded, labelled, dated, and linked to the relevant research project, trial, treatment, or location. KPA 2: DATA VERIFICATION AND QUALITY CONTROL i. Reviews captured data for completeness, accuracy, consistency, and compliance with approved data-entry procedures. ii. Identifies and refers missing, inaccurate, inconsistent, or unusual data to the responsible research personnel for clarification and correction. KPA 3: RESEARCH DATABASE AND RECORDS MANAGEMENT i. Maintains accurate, current, organized, and secure electronic databases for agricultural research projects and trials. ii. Organizes, files, updates, and archives research data, field records, laboratory results, research reports, and related documentation, and ensures that they are readily accessible to authorized personnel. KPA 4: RESEARCH DATA PREPARATION AND REPORTING SUPPORT i. Prepares complete and properly structured research datasets for review and statistical analysis by authorized research personnel. ii. Assists with the compilation, formatting, reproduction, and distribution of research reports, technical documents, and presentations. KPA 5: RESEARCH TRIAL AND SAMPLE ADMINISTRATION i. Receives, registers, labels, tracks, and maintains records of soil, plant, crop, water, and other agricultural samples submitted for laboratory analysis. ii. Assists with the generation, recording, and distribution of approved fertilizer recommendations and other research-related information to growers and/or Extension Officers. KPA 6: DATA GOVERNANCE AND CONFIDENTIALITY i. Maintains the confidentiality, integrity, and security of research data, grower information, laboratory results, and other sensitive organizational information. ii. Ensures that research information is accessed, used, stored, and shared only by authorized personnel. KPA 7: ADMINISTRATIVE AND GENERAL SUPPORT i. Provides administrative and operational support to the Agricultural Research Unit during periods of staff absence, increased workload, or special activities. ii. Performs other duties reasonably assigned by the immediate supervisor or senior management.	
JOB REQUIREMENTS	
MINIMUM QUALIFICATIONS	

1. Degree in Agriculture, Agronomy, or any other relevant field.
2. Training in basic computer studies and proficiency in Microsoft Excel, Word, PowerPoint, and other relevant computer applications.
3. A certificate in computer applications, database management, research data management, or statistical data processing will be an added advantage.

EXPERIENCE

1. At least one-year relevant experience in data capture, data management, agricultural research, research administration, or a related field.
2. Experience working with agricultural research data, field-trial data, laboratory data, or agricultural production records will be an added advantage.
3. Experience using electronic databases, spreadsheets, and data-management systems will be advantageous.

REVIEWED BY:

SIGNATURE:

DATE:

ACCEPTED BY:

SIGNATURE:

DATE: