**NIST ICT UNIT JOB ROLES AS PER CURRENT ORGANISATION STRUCTURE**

| No. | Section | Job Title | Job descriptions | Position employee names |
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| 1 | Unit | **Director of Unit** | • To direct and lead the work of the staff of the Unit;<br>• To prepare the Unit Annual Work Program and Budget;<br>• To prepare the Unit Annual Report;<br>• To participate in the research and development activities of the Institute;<br>• To develop a network between data producers and information users that meets demand and ensures appropriate information is available and exchanged;<br>• To design and implement the NISR Information Systems and Technology Strategy;<br>• To quality assure the production of all NISR publications and ensure timely distribution;<br>• To support all departments in ICT issues;<br>• To be responsible for data processing for all surveys and census;<br>• To report regularly to the Director General on the progress of the Unit's activities. | MUKASA Jimmy |
| 2 | System Administration | **IT System Administration Team Leader** | • To provide high quality IT support services to all NISR staff and maintain the NISR computer network to a high standard;<br>• To maintain consistent Internet and Local Area Network services for the NISR;<br>• To design, develop and maintain the NISR Web sites and internal web platforms such as Know net – NISR's Knowledge Management platform;<br>• To work in close collaboration with other Departments/Sections to update regularly information published on the NISR website;<br>• To market the NISR Web site nationally, regionally and internationally and make links with other relevant websites;<br>• To plan and guide in development of various applications relevant to the work of NISR<br>• To provide leadership to the division and mentoring of the staff;<br>• To provide regular monitoring and progress reports to the head of the Unit. | MUVARA Joseph |
| 3 | System Administration | **ICT Specialist - In charge of support and helpdesk** | • To provide a high quality help desk system and hardware/software support services to all NISR staff;<br>• To maintain the NISR IT hardware/software to a high standard and assess future needs;<br>• To train, advice and support all NISR staff in the use of all IT hardware/software in the Institute<br>• To provide advice on any further IT developments required in the Institute; | MUNYANDEKWE Martin |

| | | | • To provide hardware/software support in lab rooms;<br>• To do any other task related to the job as may be required by the supervisors;<br>• To provide regular monitoring and progress reports to the head of the Division | |
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| 4 | System Administration | **LAN Administrator** | • To provide high quality IT support services to all NISR staff and maintain the NISR computer network to a high standard;<br>• To maintain consistent Internet and Local Area Network services for the NISR;<br>• To provide user training and support;<br>• To do any other task related to the job as may be required by the supervisors;<br>• To provide regular monitoring and progress reports to the head of the Division | NIYONSHUTI Levi |
| 5 | System Administration | **Indicators Database Administrator** | • To design, develop and maintain the NISR Web sites/web based applications;<br>• To manage NISR's web presence;<br>• To manage NISR web based social network platforms and keep them synchronized;<br>• To work in close collaboration with the Archivists/e-librarians and other Departments to update regularly information published on the NISR website;<br>• To market the NISR Web site nationally, regionally and internationally and make links with other relevant websites;<br>• To do any other task related to the job as may be required by the supervisors;<br>• To provide regular monitoring and progress reports to the head of the Division | TWAHIRWA Aimable |
| 6 | System administration | **Microdata Database Administrator Officer** | • To design, develop and maintain databases (such as National Data Archive or NADA, and Integrated Multi-Sectorial Information System (IMIS) to meet the users and stakeholders' needs;<br>• To manage the complete workflow related with Micro data management;<br>• To develop and deploy a systematic data security and back-up policy and yet ensure data accessibility to users;<br>• To develop a systematic data back-up policy and ensure its accessibility to users;<br>  • To develop and manage relevant statistical data bases;<br>• To assist in providing training in Micro data for all relevant staff;<br>• To do any task related to the job as may be required by the supervisors;<br>• To provide regular monitoring and progress reports to the head of the Division | SHARANGABO J.J. Faustin |
| 7 | System administration | **ICT Specialist – In Charge of Application Development** | • To design, develop and deploy software applications (which includes software programming) related with the work of NISR;<br>• To collect application development requirements from stakeholders and prospective users.<br>• To research into existing open source software that can be utilized;<br>• To review output formats to better understand expected outputs from the system; | TWIBAZE Joel |

| | | | • To manage changes, bugs, and enhancements for the application, modify the application where | |
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| | | | • necessary and test its applicability to ensure it conforms to the specifications; | |
| | | | • To conduct bug test application to ensure its reliability and stability; | |
| | | | • To prepare the necessary technical documentation for the application; | |
| 8 | Data Processing | **Data Processing Team Leader** | • To plan, develop and operationalize all data processing activities of Statistical Surveys/Censuses and databases to meet the information needs of the users; In close collaboration with other departments and sections develop and deploy a comprehensive data security, back-up and access policy;<br>• To guide in application development and their deployment related with data processing and dissemination;<br>• To guide in training of NISR staff in data processing activities;<br>• To provide leadership to the division and mentoring of the staff;<br>• To provide regular monitoring and progress reports to the head of the Unit. | NKUNDIMANA Donath |
| 9 | Data Processing | **Data Processing Officer – In Charge Of Household Social and Demographic Surveys** | • To operationalize all the data processing activities of Household Poverty Surveys (such as DHS or Demographic and Health Surveys, National Labor surveys etc.), to meet the information needs of the users;<br>• To plan and develop all appropriate applications for data processing (including data entry, editing and tabulation);<br>• To assist in providing training in data processing for all relevant staff;<br>• To do any task related to the job as may be required by the supervisors;<br>• To provide regular monitoring and progress reports to the head of the Division | HARERIMANA Massoud |
| 10 | Data Processing | **Data Processing Officer – In Charge Of Food Security & Agriculture Surveys** | • To operationalize all the data processing activities of Food security & Agriculture Surveys (such as National Agricultural Survey, and Comprehensive Food Security and Vulnerability and Nutrition Analysis Survey (CFSVA) etc.), to meet the information needs of the users;<br>• To plan and develop all appropriate applications for data processing (including data entry, editing and tabulation);<br>• To assist in providing training in data processing for all relevant staff;<br>• To do any task related to the job as may be required by the supervisors;<br>• To provide regular monitoring and progress reports to the head of the Division | SEBAHIRE Jean Népomuscène |
| 11 | | **Data Processing Officer– In Charge of Censuses – Population & Economic** | • To operationalize all the data processing activities of Censuses - Population and Economic, to meet the information needs of the users;<br>• To plan and develop all appropriate applications for data processing (including data entry, editing and tabulation);<br>• To assist in providing training in data processing for all relevant staff; | NDAYISHIMIYE Jean Bosco |

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| 12 | | **Data Processing Officer– In Charge of Household Poverty Surveys** | • To operationalize all the data processing activities of Household Poverty Surveys (such as EICV or Integrated Household Living Conditions Survey), to meet the information needs of the users;<br>• To plan and develop all appropriate applications for data processing (including data entry, editing and tabulation);<br>• To assist in providing training in data processing for all relevant staff;<br>• To do any task related to the job as may be required by the supervisors;<br>• To provide regular monitoring and progress reports to the head of the Division<br>• | MUKANSHIMIYE Peruth |
| 13 | Data Processing | **Data Entry Supervisor** | • To prepare data entry calendar in relation to surveys and census plan;<br>• To organize rooms for data entry exercises according to number of PCs per room     and per data entry type;<br>• To monitor and report on data entry clerk presence;<br>• To manage questionnaire archives;<br>• To do any other task related to the job as may be required by the supervisors. | NKURUNZIZA Jean M. Vianney[1] |
| 14 | GIS | **Geographic Information Systems Team Leader** | • To plan, develop and operationalize all activities related with Geographic Frames and Services (such as land and topographical studies, development of topographical maps (including digital ones) etc.)  to meet the geo-spatial information needs of the users;<br>• To serves the requirements of censuses and surveys operations in the provision and updating of maps<br>•  In close collaboration with other departments and sections develop and deploy a comprehensive Geographic Frames and Services (including Geographic Information System (GIS)) policy;<br>• To coordinate the planning, development, management and maintenance of equipment of the geo-referenced statistical systems (GIS);<br>•  To guide in application development and their deployment related with Geographic Frames and Services;<br>• To guide in training of NISR staff on activities related with Geographic Frames and Services;<br>• To be responsible on behalf of the NISR for updating knowledge and understanding concerning new GIS methodologies;<br>• To provide leadership to the division and mentoring of the staff;<br>• To provide regular monitoring and progress reports to the head of the Department. | BIGIRIMANA Florent |

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• To do any task related to the job as may be required by the supervisors;
• To provide regular monitoring and progress reports to the head of the Division

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[1] Contractual (not permanent) staff

| 15 | GIS | **Cartographer – In Charge Of Sampling Frames** | • To provide an up-to-date sampling frame needed for conducting household based surveys and censuses;<br>• To keep updated the Enumeration Area (EA) mapping;<br>• To assist in providing training on GIS (including Sampling Frames or Enumeration Area updating) for all relevant staff;<br>• To do any task related to the job as may be required by the supervisors;<br>• To provide regular monitoring and progress reports to the head of the Division | MBANGUTSE Olivier |
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| 16 | GIS | **Cartographer – In Charge Of Fieldwork Organization** | • To organize and manage effectively and efficiently the field exercises to update base maps;<br>• To support surveys and censuses field operations by providing up to date maps to the users;<br>• To assist in providing training on GIS (including fieldwork operations, Geographic Positioning System (GPS)) for all relevant staff;<br>• To do any task related to the job as may be required by the supervisors;<br>• To provide regular monitoring and progress reports to the head of the Division | BIZIMUNGU Clément |
| 17 | GIS | **Geometrician – In Charge Of Map Design And Production** | • To code and digitize the Geo-referenced data on maps;<br>• To support surveys and censuses by providing up to date maps;<br>• To assist in providing training on GIS (including map design and production) for all relevant staff;<br>• To do any task related to the job as may be required by the supervisors;<br>• To provide regular monitoring and progress reports to the head of the Division | KARERA Albert |
| 18 | GIS | **Spatial Database Geometrician Officer** | • To plan, develop, and manage spatial databases keeping in view the requirements of the intended users;<br>• To ensure security and back-up of spatial data;<br>• To effectively and efficiently manage and maintain the equipment's concerning activities related to geographic frames and services;<br>• To assist in providing training on GIS (including spatial databases) for all relevant staff;<br>• To do any task related to the job as may be required by the supervisors;<br>• To provide regular monitoring and progress reports to the head of the Division | MUNDERERE Theophile |