

Advert reference number: PM 002 – 2019

Data Manager – OPPTIM

Main purpose of the job

To coordinate the data processing and management activities of routine databases and research projects such as developing standard operating procedures, overseeing data capturing and providing research databases, analysis output and data quality control.

Location

Hillbrow - Johannesburg

Key performance areas

- Provide technical input into database design, analysis and interpretation of data.
- Develop and implement data management work plans.
- Develop, implement and maintain all data related SOPs.
- Monitoring and evaluation of captured patient or participant data on REDcap and other database systems in a timeous and accurate manner including quality control of entered data
- Quality assures all data in accordance with ethical and GCP requirements and SOPs
- Monitor and evaluate progress of data management for respective projects
- Compile monthly/quarterly/annual progress reports as required.
- Oversee the maintenance of participant files and archiving
- Participate in and represent data management team at meetings as required.
- Provide support and training on databases.
- Raise and resolve data queries with project manager. Respond to data queries from project staff.
- Provide data support to relevant projects.
- Develop research and programmatic databases as requested by staff, using Stata and/or REDCap.
- Participate in research projects - develop research databases; analyse data; contribute to publications.
- Process and produce accurate data reports within required timeframes.
- Line management of data capturers
- Coach and train other members of the team to ensure the acquisition of knowledge and skills required by the organisation.
- Promote harmony, teamwork and sharing of information.

Required minimum education and training

- Diploma in Information Technology or Statistics (or equivalent). Honours in IT or statistics or a biomedical field. Certification in data analysis programmes (STATA, SAS, SQL or Access).
- A valid driver's license.

Required minimum work experience

Minimum 3 years' experience in data management, analysis and reporting.

Desirable additional education, work experience and personal abilities

- Master's in public health or Epidemiology.
- Data base design, training staff on data entry protocols and implementation of new databases.
- Knowledge of Stata is required.
- Additional experience in a research environment or in public health will be an advantage.
- Ability to produce analysis databases as requested.
- Thorough with good attention to detail.
- Ordered and systematic with a tendency to adhere to protocols.
- Good administrative skills are required together with working knowledge of Microsoft Office and database packages.
- Able to work to deadlines.
- Ability to manage a team of data capturers and field workers.
- Demonstrated data quality control experience and accuracy of reporting.
- Confidentiality, tact and discretion must be maintained at all times.
- Sound interpersonal and communication skills.
- Self-motivated, able to work independently and as part of a multidisciplinary team.

Should you be interested in applying for this vacancy, please submit (1.) a cover letter (maximum one page) that clearly states which vacancy you are applying for and (2.) a detailed CV to: **Puleng Makau** at Vacancy7@wrhi.ac.za **Subject Heading of email must read: Advert reference number: PM 002 – 2019 and Job Title of position applied for.**

Those applicants that do not adhere to the above will not be considered for the respective position applied for.

The closing date for all applications is **12 February 2019**.