GRANTS MANAGEMENT AND ADMINISTRATION

BUSINESS UNIT:	NICD
DISCIPLINE:	DIVISION OF PUBLIC HEALTH SURVEILLANCE AND RESPONSE
LOCATION:	SANDRINGHAM
POSITION:	DATA MANAGER (FIXED TERM CONTRACT – 11 MONTHS)
PAY GRADE:	D1
REFERENCE NUMBER:	NICDCDC1220/001-01

A Data Manager is needed to assist with COVID data management, to coordinate, manage and maintain surveillance and research study databases to ensure accurate data for analysis.

Key Job Responsibilities

■Manage, maintain and update surveillance and research study databases ■Manage and develop data staff members so that they acquire skills required for optimal performance ■Compile and automate standard and adhoc reports, graphs, tables and spread sheets for data distribution■ Perform daily back up and security for databases and ensure that data can be easily retrieved ■Perform data audits as and when required■Develop data collection tool to ensure effective capturing of information /data ■Ensure all fields on data collection forms match those the database ■Oversee the technical aspects of electronic data collection tools ■Maintain quality and strict confidentiality of information collected ■Develop new databases for projects as required ■Contribute to the development and implementation of standard operating procedures for use and acquisition of database tools and the protection of confidential information■Oversee the development and maintenance of a filing system for all studies ■Set up and run data cleaning programmes for logical data checking which will then generate error reports or queries requiring validation ■Liaise with surveillance sites and laboratory staff with respect to data queries and manage the flow of queries in order to improve the quality of data ■Provide clean, good quality datasets available for quarterly analysis ■Ability to drawdown required datasets for analysis ■Participate in epidemiologic research related to surveillance data.

Minimum requirements & key competencies

■Degree / Diploma in Information Technology / Epidemiology or other relevant qualifications ■3 years' experience in data management ■Experience in database development using MS Access or SQL ■Knowledge of epidemiology information ■Proficiency in statistical packages ■Computer literacy ■Communication skills (verbal and written) ■Report writing skills ■Ability to deal with or handle confidential information ■Attention to detail ■Management skills ■Problem solving skills ■Accuracy skills ■Analytical skills ■Interpersonal skills.

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