



## **UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITION)**

Applications are invited for the following position:

**DATA MANAGER, TIMCI STUDY – PRINCIPAL’S OFFICE, COLLEGE OF HEALTH SCIENCES – AD/2/66/21 (1 POST) (CHS)**

### **The Position**

Reporting to the Study Coordinator, the Data Manager (DM) will be responsible for overseeing and maintaining study data systems and networks. The duties of the DM will include organizing, storing and analyzing study data as professionally and effectively as possible, while also safeguarding data security and confidentiality standards.

### **Responsibilities**

- Develop standard operating procedures for data handling and archiving.
- Design and develop databases that are in line with study needs.
- Maintain data management plans and operating instructions for data systems and architectures.
- Provide guidance in identifying and defining data requirements.
- Implement policies and guidelines for data management.
- Provide technical oversight for integrating new technology or new initiatives into data standards and structures.
- Evaluate the design, selection, implementation and support of database changes using associated study requirements.
- Support field staff in daily use of data systems & ensure adherence to study protocol
- Train field staff when needed.
- Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects
- Ensure digital databases and archives are protected from security breaches and data losses
- Ensure the integrity, confidentiality and security of all datasets.
- Design, develop, and modify data management infrastructure to expedite data analysis and reporting.
- Review presentations, manuscripts, tables and graphs for accuracy and quality.
- Assist in the preparation of the monthly, quarterly and/or annual reports
- Any other duties that may be assigned by the Principal Investigator

### **Required Academic Qualifications**

- At least first Degree in Statistics, Health Information Systems, Epidemiology, Public Health, Postgraduate Fellowships (Health Economics, Epidemiology and Biostatistics, Monitoring and Evaluation, Health Informatics) or their equivalents
- Knowledge and Proficient in statistical analysis packages (STATA, Advanced Excel, SAS or SPSS) or any other
- Strong knowledge and analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy

## Experience

- At least two (2) years relevant experience in data management and analysis.
- Proven working experience as Data Management for Health Research, working with Health Researchers or management of multisite research project
- Experience in electronic data management (ODK will be an added advantage)
- Adept at queries, report writing and presenting findings

## Required Skills, Knowledge and Abilities

- Ability to decipher and organize large datasets.
- Ability to translate complex problems clearly and in nontechnical terms.
- Networking and collaboration skills
- Team player
- Ability to work under minimum supervision
- Attentive to details

## Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

## NOTES

1. Applicants should email their application letters and certified copies of certificates and CV giving details of their qualifications, experience and 3 referees indicating their telephone contacts and e-mail contacts.
2. Applications and related documents should be addressed to **The Principal, College of Health Sciences** and forwarded through the applicants' heads of departments, where applicable.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code as shown in the advertisement.
5. Applications should be emailed to **recruit-dmtimci@uonbi.ac.ke**

**CLOSING DATE: FRIDAY, MARCH 12, 2021.**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**