POSITION DESCRIPTION
Senior Data Officer, PNGIMR
STRIVE PNG Project

Background

The PNGIMR is a statutory organization tasked with conducting medical research into the primary health problems facing the people of Papua New Guinea. It produces research of international quality that attracts global attention and funding from a variety of international agencies.

Project Overview

STRIVE PNG aims to deliver critical expertise by bringing together a consortium from across Australia and Papua New Guinea (PNG) to build capacity for research implementation and develop policy options in PNG. The Project has two main goals: to generate evidence on the implementation of rapid-response models of genomics-informed surveillance strategies for malaria and other vector-borne diseases (VBDs) and to assess the feasibility, acceptability and cost implications of new policy options for health system strengthening. The project is supported by DFAT Indo-Pacific Centre for Health Security to tackle a shared regional priority of promoting health security in the Indo-Pacific region.

Main Purpose of Position:

Role Summary

The Senior Data Officer will play a pivotal role in maintaining the quality, timeliness, organisation and management of surveillance data output of the newly established sentinel surveillance system for the Trilateral Malaria Project /STRIVE PNG project. The project will generate evidence on the implementation of rapid-response models of genomics-informed surveillance strategies for malaria and other vector-borne diseases (VBDs) as well as the feasibility, acceptability and cost implications of new policy options for health system strengthening.

The role will be based at the PNG Molecular Hub which was established in May 2019,in partnership between; PNGIMR, CPHL, UPNG-SMHS, NDoH, WEHI and the Burnet Institute.Distinct laboratory spaces have been established at the PNGIMR Lab at the UPNG SMHS campus and CPHL Laboratories for molecular work.The molecular hub working group has supported the collaboration of standardised SOPs for malarial and arbovirus molecular diagnostics for samples collected by the project, and provides additional laboratory capacity for diagnostic testing of emerging disease threats.

The role will be responsible for engaging and managing data from the three main project areas: febrile illness sentinel surveillance; molecular laboratory diagnostics, confirmation and typing; vector habitat surveillance and insecticide resistance testing. The role will require frequent liaising with STRIVE researchofficers and staff and will involve data management tasks such as: data entry, data cleaning, saving data files, accessing and sharing data files,

and supporting project staff in the daily use of systems. The primary outcome of the role is therefore to ensure the organisation, quality and timeliness of data inputs and outputs generated by the STRIVE project. Key technical oversight is also necessary and will be provided by the research investigators of the project.

Reporting and supervision:
This position will report directly to adesignated IMR Sentinel Site Coordinator and Head of Vector Borne Diseases Unit PNGIMR, Dr Moses Laman. The position will have individual autonomy however; technical oversight will be provided by the STRIVE PNG Epidemiology and Surveillance Officer and Program Directors. For project management and administrative support, the incumbent will receive support from the STRIVE PNG Project Partnership Manager.

Key Responsibilities & Tasks:
The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Data entry	● As required, conduct data entry activities for febrile illness data incoming from sentinel sites sentinel sites: ○ Support the surveillance coordinator with daily communication with sentinel site RNOs to identify, record and response to data collection problems and troubleshoot issues (with the support of the TMP/STRIVE project team) e.g. RNO reporting a typo on a sample sent to MolHub laboratory. ○ Manually enter data into Tupaia for any non-electronically captured febrile illness surveillance data. ○ Enter sample transportation (via TNT) from sentinel site to MolHub in Port Moresby with sentinel site RNO on weekly bases (standardised at each sentinel site) and keep records of samples sent. ● As required, conduct data entry activities for Molecular Hub testing activities: ○ Assist Molecular Hub laboratory officers with data entry requirements for the logging and processing of STRIVE samples. ○ If required, undertake manual data entry of molecular results directly into Tupaia. ● As required, conduct any data entry activities for vector surveillance and IR activities. ● Conduct data entry for stocktake, orders and receipt of incoming goods in project stock management system. ● Assist with data analysis and dissemination of surveillance data reports to stakeholders and public health decision makers.
Data quality	● Follow and maintain SOP for various data entry and management activities for the project with support from project officers. ● Assist Molecular Hub laboratory officers in data management for samples between sentinel site (electronic Case Report Form (CRF) Unique Identifying (UID) numbers and MolHub sample processing e.g. assist in clarification of mismatched dates between CRF UID and

	corresponding sample UID ● Liaise with the surveillance coordinator to communicate with sentinel sites and Mol.Hub to clarify, confirm and ultimately ensure adequacy, accuracy and legitimacy of data. ● Conduct data quality assurance checks across all main data sources to ensure data is up-to-date, accurate and aligns with data expectations as outlined in SOPs and protocols. ● Review stock management system numbers and conduct stocktakes at regular intervals. ● Ensure data management practices comply with privacy regulations and ethical requirements and commitments. ● Support project officers in the compliance of data and surveillance practices for research to current and best practice and regulatory requirements. ● Assist in audits/assessments of current data practices with the intent to forming recommendations for process improvement and refinement
Data Organisation	● Maintain knowledge and documentation of datasets and storage structure implementations. ● Oversee the curation and provision of a variety of data sources from the main project area, including data management, data quality assurance and data export and provision logs. ● Assist in the collation and management of documentation pertaining to available data storage solutions, make these accessible and communicate them to the researchers ● Support stakeholders and project researchers in the daily use of data systems ● Focal point for TMP/STRIVE project stock management systems (mSupply/excel) ● Troubleshoot data access and entry problems (in coordination and with the support of STRIVE project team) ● Assist in extraction of raw data reports and data when needed/requested by TMP/STRIVE investigators
Researcher support	● Provide data management information to project investigators ● Streamline the process for researchers seeking data extraction solutions ● Assist in developing and building data management products as/when required (with support of STRIVE project team)

Essential criteria:

- Completion of a Gr. 12 Certificate
- Bachelor's degree in Sciences, Computer Sciences, Health Sciences or related field
- Experience in management of data bases and electronic data entry systems,
- Proficient in MS Office (Excel, Access, Word etc.),
- Excellent character and able to build and sustain strong working relationships with health facility staff,
- Working knowledge of the PNG Health Strategy and National Health Information System,

- Excellent spoken and written English and Tokpisin.

Desirable criteria:

- Previous experience in medical research activities,
- Analytical and reporting skills in project monitoring and evaluation,

Core qualities:

- Strong communication skills and ability to work effectively and collaboratively with others,
- Additional qualification in Health Administration is an advantage
- Honest, hardworking with strong integrity and accountability in all aspects of designated role,
- Willingness to learn,
- Commitment to duties and willingness to take on extra duties as required.

Salary and Benefits:

- Salary & benefits will be based on PNGIMR salary structure and will be negotiated with preferred candidate based upon qualifications and experience.

Further Information:

For further information, please contact:

Human Resource Manager

PNG Institute of Medical Research

PO Box 60, Goroka EHP 441

Email: recruitment@pngimr.org.pg