



Job Description

Title	Data Manager
Position	Data Manager
Department	Vector-Borne Disease Unit
Reporting To	Head of Vector-Borne Disease Unit
Position Base	Port Moresby or Madang

Scope of Position (Short paragraph describing the main aspects of the role)

This position is responsible for the development and management of all data bases for the PAVE PNG project and Vivax surveillance project as well as overseeing all aspects of computer resources for the projects. However, the staff will also assist other data/computer managers on other IMR activities when needed.

Position Requirements

(List of main responsibilities and the outcomes/standards required)

<u>Main Responsibilities</u>	<u>Required Outcome</u>
1. Managing all PAVE PNG project databases including facilitating the: <ul style="list-style-type: none"> - assisting with study designs & forms - creation of database structures - creation of data entry programs - creation of database files - creation of data capture tools using data management applications 	Study designs and resources are developed to ensure appropriate collection of data. Appropriate databases are available to staff which provide the tools required for data analysis. Databases are standardised across IMR to ensure ease of analysis and combination of data.
2. Liaising with other IMR staff.	The staff member works closely with other staff members to gain knowledge of their requirements and activities being undertaken or planned for.
3. Training of staff both individually and in group sessions to understand and undertake various statistical functions.	Training is available to appropriate staff to develop their knowledge of data collection and Analysis.
4. Cleaning of databases as appropriate and at the end of the project prior to archiving.	Data is regularly cleaned and archived databases include only relevant data.
5. Facilitating the archiving of databases with other electronic project information at the end of each project.	Databases are archived in accordance with IMR policies and procedures.
6. Supervising all data entry staff and assistant, including: <ul style="list-style-type: none"> - guidance and direction 	Staffs are provided with appropriate leadership and direction in accordance with IMR policies and procedures.

- review and appraisals - training and development - provision of resources - provision of information - notify Vector Borne Disease Unit Head and Deputy Head of any problems	
7. Providing advice on purchasing of computer software and hardware resources.	Appropriate resources are purchased which meet the needs of staff and the work being conducted.
8. Assisting with computer maintenance when required.	Computers are in good working order and software is available for use at all times.
9. Liaising with Computer Assistant Manager and Computing and Statistics Manager regarding computer resources across all sites	Computer resources are consistent between sites with the view that in the future the sites will be linked. Where possible computer resources are shared.
10. Comply at all times with IMR's policy and best practice guidelines for occupational health and safety in the workplace.	A safe and healthy work environment at all times.
11. An interest in health, medical or social science research	
12. Other duties as required	

Job Requirements- Knowledge, Skills and Abilities

- Must possess a Degree in IT/Computer Science or related disciplines in a recognized university.
- A minimum of 2-5 years of experience as a Data Manager/Analyst in a reputable organization.
- Computer Savvy with high proficiency in IT Tools/Software
- A thorough understanding of data management and relevant NICTA Policies
- Must have Research and Data collection skills.
- Possess excellent numerical and analytical skills.
- Ability to meet deadlines with high level of attention to detail and accuracy.
- Ability to communicate effectively and interact with people with diverse ethnicities.
- Ability to provide leadership and willing to supervise and train junior IT staffs.
- Demonstrate integrity, maturity and honesty.
- Excellent communication skills

Rewards & Benefits

This position will be offered on a fixed term performance-based contract and salaries and benefits will commensurate with experience and qualification.