



## **Papua New Guinea Institute of Medical Research**

### **JOB VACANCY: DATA MANAGER**

Papua New Guinea Institute of Medical Research (PNGIMR) is a statutory arm of the Government of Papua New Guinea whose prime aim is to undertake public and medical health research into the major health problems affecting the people of PNG. The Institute has other established branches within the country with its headquarter in Goroka, Eastern Highlands Province.

We currently have an exciting but challenging role within the Vector-Borne Disease Unit, PAVE PNG and Vivax Surveillance Projects. We are actively seeking to recruit a qualified, experienced and competent **Data Manager** to be based in Port Moresby or Madang.

The successful candidate will be responsible for the development and management of all database for the PAVE PNG project and Vivax surveillance project as well as overseeing all aspects of computer resources for the projects. Also provide technical advice to assist other data/computer managers on other IMR activities when needed.

#### **Key Responsibilities**

- Managing all PAVE PNG project databases.
- Cleaning of database as appropriate and at the end of the project prior to archiving.
- Supervising and train all data entry staff and assistant.
- Liaising with Computer Assistant Manager and Computing and Statistics Manager regarding computer resources across all sites.
- Assisting with computer maintenance when required.
- Providing advice on purchasing of computer software and hardware resources.
- Running regular checks on network and data security.
- Overseeing and determining IT projects including system upgrades and updates.
- Other duties as requested and delegated by Head of VBD Unit.
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#### **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.

This position will be offered on a fixed term contract with options for renewal depending on performance. Salaries commensurate with experience and qualification.

Only applicants who fulfil the above requirements can apply. Application must include a cover letter, updated CV copies of medical clearance, updated police clearance, other certificates and three contactable referees and addressed to:

**Recruitment Team**

PNG Institute of Medical Research

P O Box 5345,

Port Moresby, NCD, Papua New Guinea,

Email your application to: [recruitment@pngimr.org.pg](mailto:recruitment@pngimr.org.pg)

**Submit your application before 15<sup>th</sup> March 2024.**

*PNGIMR is an equal opportunity employer and comply with Child Safeguarding Policy.*

**‘Only short-listed applicants will be contacted’**