EMPLOYMENT/CAREER OPPORTUNITY

The Unit is an internationally recognised centre of excellence with dominant research themes in the areas of HIV and emerging infections, vaccines and immunity, and chronic diseases and cancer. Through a multidisciplinary approach, intersecting basic science, epidemiological research, social-behavioural research and the conduct of new intervention evaluation studies, the Unit contributes knowledge on changing epidemics and diseases, the evaluation of innovative health care options, treatment and prevention and the development of health policy and practice in Africa and worldwide. Following the signing of strategic transfer agreements between the London School of Hygiene & Tropical Medicine (LSHTM) and the Medical Research Council (MRC UK), the Unit formally joined LSHTM on 1st February 2018. The exciting new partnership will boost research capacity into current and emerging health issues in Africa and throughout the world. The Unit is based at the UVRI Entebbe campus with established outposts in Kalungu, Masaka, Wakiso and Kampala Districts. The Unit is now seeking enthusiastic and experienced individuals to fill the following position:

Data Manager – GPC (01 Position)
Position Code: DM -1221
Reports to: Head of Data Management
Station: Kyamulibwa

Job Purpose:

The job holder is to manage data for assigned studies which includes: setting up the data bases, providing complete, clean data sets to the statistician and study coordinators or PI, weekly reports on study progress and conducting basic data analysis.

Roles & Responsibilities

1. Principal Responsibilities

- Design data tools and, or program the Database Management Information System for assigned studies;
- Create documentations/meta data and have them approved, trained on and archived for the assigned studies (e.g. data management plans, CRF completion guidelines, SOPs etc.);
- Resolve problems that may occur during data entry i.e. ensuring data quality through creating logic checks in the data base;
- Run reports to identify and solve discrepancies, missing records/data and other problems with the data in the data sets;
- Coordinating data cleaning and participating in data quality audits by ensuring that data corrections received are updated on the main database on time;
- Daily backup of data on servers or any secure and approved available means;

- Run simple analyses such as merging and appending files, and organize the results of these analyses into a presentable format i.e. line lists, frequencies and graphs to pass onto the relevant stakeholders;
- Liaising with the different stakeholder to answer any questions related to the data submitted or presented;
- Adhere to Standard Operating Procedures (SOP) for the data management of the assigned studies;
- Contribute to result presentations and publications: Present interim analysis at study meetings;
- Install the right data programs on device and assign appropriate user rights to the Data Management Assistants (DMAs)/data collector to perform their data entry duties on assigned studies;
- Create database validations for assigned studies; and,
- Developing and implementing trainings for data collectors on data quality/ protection practices and use of appropriate software for data collection.

2. Line Management Responsibilities

The post holder may be tasked with line management of a small team for which the following has to be ensured; -

- Plans, Staff are enabled to perform their assigned duties as expected;
- Staff professional development is nurtured in line with the Unit's and LSHTM's capacity building goals;
- There is a positive and supportive work environment;
- Staff feel included and valued and their professional feedback and proposals are heard and considered;
- Staff expectations are clearly communicated;
- Staff performance is regularly monitored;
- Potential conflicts are resolved promptly and decisively, involving HR support where needed;
- Formal appraisals are conducted within the departments in line with the Unit's schedule;
- Applicable LSHTM and Unit HR policies are being followed at all levels; and,
- Participate in the development of equal opportunities, diversity and inclusion.

Person Specification

- Bachelor's degree in Computer science, IT, Statistics, Quantitative economics or other data related fields;
- Training in data protection, data quality, good clinical practices or other related;
- Should possess experience in data management preferably in a medical research setting;
- At least 3 years' experience as a Data Manager or 4 years' experience as Data Management Assistant on a trial;
- Experience with use of any of the following programmes i.e. openclinica, Redcap, STATA, ODK, LIMS;
- Experience in conducting data quality control;
- Should possess knowledge in Data Management;
- Statistics;
- Programming;

- Computer skills;
- Communication and presentation skills; and,
- Academic/scientific writing.

How to Apply

Follow the link below to fill a form and submit your application documentation:

https://redcap.link/Data_Manager_GPC_1221

Filling the form more than once will lead to automatic disqualification. High level of integrity while filling the form is required and will be considered during shortlisting.

Combine all your application documentation i.e. cover letter, CV & academic documents into one PDF document. Deadline for application is **17th December 2021, 5:00pm**. Only shortlisted candidates will be contacted for interview. This position is open to Ugandan nationals only. Strictly follow the application procedure as failure to do so will lead to automatic disqualification. Only online applications through the link provided will be accepted.

You will receive a notification in your email if your application and documentation have been successfully received. In the event you are selected as the best candidate for the job, it will be a requirement to present certified copies of academic documents prior to contracting.

The applications should be addressed to:

The Head of Human Resources,
MRC/ UVRI and LSHTM Uganda Research Unit,
P.O. Box, 49,
Entebbe, Uganda.

Consider your application unsuccessful if not contacted within eight (8) weeks after the closing date of the advert. Any form of lobbying at any stage will lead to automatic disqualification. By submitting your personal information, you consent to the MRC/ UVRI and LSHTM Uganda Research Unit holding and using it in accordance with its recruitment policy and procedure. The Unit reserves the right to verify documents attached with the relevant awarding institutions to authenticate their validity.

MRC/UVRI and LSHTM Uganda research Unit is an equal opportunity employer committed to having a diverse work force and does not ask for money at any stage of recruitment.