

Data Manager (Kigali), Contractor

Johnson & Johnson Global Public Health (J&JGPH) is an enterprise organization with integrated R&D, global access and operations/execution functions focused on driving health impact against TB, HIV, Mental Health & Soil Transmitted Helminths in resource limited settings. J&JGPH is supporting the Government of Rwanda, Ministry of Health in the implementation of a Mental Health Epidemiological Survey in Rwanda (RMHS), targeting reviewing 7000 households. This study foresees the collection of information from all regions of Rwanda to provide the Rwandan Ministry of Health (MoH) and the Parliament of Rwanda with an accurate picture of the current mental health situation in Rwanda.

The project is seeking a **Data Manager** for the abovementioned research project for a 6-month contract position.

Role overview:

The Data Manager will be seconded to the Rwanda Biomedical Center (RBC) to appropriately manage the study data collected through the epidemiological survey in accordance with the protocol. The data manager is the focal leader for functional data entry, database design and maintenance, resolution of data mistakes, data storage and data lock.

The data manager liaises with the national research coordinator / principal investigator, research supervisors, team leaders and the technical committee at the RBC for the smooth and accurate conduct of the study.

Skills and required abilities:

- Bachelor's or Master's Degree in Computer Science, Statistics, Sociology, Epidemiology, Economics, or related field
- Excellent, proven skills in using data capture/management software for both mobile and paper-based survey data collection activities; significant expertise with a variety of database software (e.g., advanced Excel, STATA, SPSS, SAS, Epi Info, ODK, CSPro system)
- Must be master of Microsoft Excel with knowledge of Data Validation, Data Analysis, and reporting
- Demonstrated experience managing data entry, cleaning and reporting processes for epidemiological surveys
- Positive mindset and problem-solving abilities
- Rigorous attention to detail and good organizational skills
- Ability to work in challenging environments and under pressure
- Strong communication and interpersonal skills; ability to work independently and with a team

Tasks:

The Data Manager will have the responsibility for the following:

1. Training the study team in the use of electronic data collection instruments, data clarification logs /forms, data transmission and data storage.
2. Every day after data collection in the field, the data manager will conduct a preliminary check of the aggregated data, and will contact the research coordinator immediately if any issues arise.
3. The data manager will give regular progress updates to the national research coordinator /principal investigator, the research supervisors, the team leaders and technical committee throughout various stages of the study.
4. The data cleaning and data entry process will be conducted by using tablets and SPSS Version 25.
5. Creating and enforcing SOPs for effective data management during the survey

6. Assist with data extraction and data reporting and report preparation.

Reporting Lines:

- To the Principal Investigator, Technical Committee at MoH/RBC and National Research Coordinator

Office location and Start Date

- Kigali, Rwanda (primary)
- Significant travel within Rwanda (significant)
- Start date – 1 July 2018

Contract terms:

- 40 hours/week – likely to increase during field work
- 6 months (1 July 2018 - to 31 December 2018)

Application:

- To apply, send your CV and with a cover letter to talent@infinitepotentials.org as one PDF file. The subject line should be labelled exactly as **RMHS Data Manager Application**.

Deadline for application

- Thursday June 14, 2018 at 23:59pm Eastern Africa Time (EAT).