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Data Manager 2 Year Fixed Term Contract Philippi Village

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, I invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

Main Purpose

The Data Manager will provide oversight of all data collected and data flow on the ACoE YW&G (in full) programme as per the Monitoring and Engagement Plan.

Requirements:

- A related tertiary qualification (Health Informatics, Information Systems). MPH (in full) will be advantageous
- At least 3 years' experience in managing databases within a research environment will be beneficial
- At least 2 years of supervisory and staff management
- Knowledge of HIV and adherence issues
- Excellent verbal and written communication skills (English preferred; Xhosa will be advantageous)
- Must be competent in MS Excel and Access; and web-based applications
- Ability to work well under pressure with minimal supervision
- Attention to detail
- Excellent planning and organising skills
- Own transport

Essential Duties:

Data Collection

- Determines data needed to be collected and the appropriate data resources for specific health data projects
- Formulates, implements, and enforces proper data collection policies and procedures
- Trains and educates data capturers on data collection tools and equipment

Data Reporting and Analysis

- Understands and ensures confidentiality and standards
- Evaluates current systems to improve operations and patient care
- Prepares monthly, quarterly, and annual data reports for distribution
- Develops ad-hoc reports as necessary
- Develops and maintains a public access or limited access data research portal

PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert

www.desmondtutuhivfoundation.org.za

- Generate reports from the database for research purposes monthly / quarterly / annually as required

Data System Management

- Ensures data system is operational
- Maintains close working relationship with software and hardware providers
- Has a working understanding of biometric data capturing systems
- Assists with set-up, testing, and implementation of data collection software
- Performs and documents procedures for data preparation including data cleaning, standardization and analysis
- Ensures that all hardware is properly installed and rolled out
- Troubleshoots data submission errors and data error issues
- Develops data collection and evaluation methodologies, including format design, project criteria and requirements, data compilation, relevancy and usage
- Develops and implements evaluation methodology related to various health data programs to determine completeness and adequacy of the data collection procedure

Values fit: Passion Innovation Progress Integrity Respect Excellence

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 29 November 2016, Job reference: #DTHF/C037. Incomplete applications will not be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhivfoundation.org.za