



Data Manager– Rwanda Technical Assistance (Rwanda TA)

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| Job Title: | Data Manager |
| Reports To (Title): | The HIV Active Case-based Surveillance (CBS) Project Manager at RBC and HIV research and Surveillance Unit Director |
| Incumbent: | Replacement |
| Location: | Rwanda Biomedical Center (RBC). |
| Date: | June 12, 2023 |

Position Summary:

Based at the Rwanda Biomedical Center (RBC) and under the supervision of the HIV Active Case-based Surveillance (CBS) Project Manager at RBC and HIV Research and Surveillance Unit Director, the Data Manager (DM) will contribute to the development, implementation, management and analytics for Rwanda TA through regular production of analytic reports and presentations.

The DM will support the Rwanda TA project staff in the reviewing of tele-mentorship, e-learning, HIV testing services, clinical services, laboratory, QI and geospatial data on a routine basis, and in the development of user-friendly, high-quality interfaces for data visualization, including hotspot maps and trend analyses. The objective of this position is to enhance surveillance of HIV clinical services to inform public health response strategies and interventions that contribute to reaching and sustaining HIV epidemic control in Rwanda. The specific role of this position is to support collection, quality, analysis and dissemination of data to produce high quality and timely surveillance data for individual level health analytics and response. While the DM reports to CBS Project Manager, he/she works closely with the RBC-IHDPC Prevention Services Unit and the HIV Research Surveillance Unit within HIV Division..

Major Accountabilities:

In collaboration with RBC, CDC and ICAP:

- Manage the data input into the electronic Case Report Form (eCRF) from Active CBS sites
- Support Active CBS Core Team in the design and implementation of the Active CBS digital platform
- Design data cleaning, de-identification and deduplication programs to prepare analytic datasets for use by surveillance teams to conduct epidemiologic and geospatial analyses to inform recency and HIV surveillance
- Work with users to define surveillance data products needed for recency and HIV surveillance and with central TRACE team to customize existing business intelligence software to meet Rwanda specific needs
- Prepare analytic products to demonstrate critical trends in recent HIV infection and HIV care and treatment Participate in routine data reviews to inform recency and HIV surveillance and HIV programming

- Integrate data quality procedures for recency and HIV surveillance data into existing national data quality standards
- Create and manage a continuous quality improvement (CQI) program to ensure and maintain high quality of data and processes within the Active CBS program
- Develop training materials and standard operating procedures (SOPs) to enhance data quality and reporting at health centers and lab
- Mentor and train data managers at health centers and lab on data quality techniques
- Performs other duties as assigned.

Education: Bachelor's degree Statistics, Applied mathematics, Epidemiology, Biostatistics, Health Informatics, Health Information Technology or other related field. Additional training/degree in fields mentioned above or health-related field is a plus.

Experience, Skills, and Preferred Qualifications:

- At least 5 years of experience working in epidemiology, biostatistics, biomedical sciences, health informatics, health information technology or data management
- Advanced technical skills including demonstrated experience in statistical analyses, management of large and complex surveillance data sets, use and dissemination of public health data, and providing technical assistance in these areas
- Experience in the collection, analysis and interpretation of HIV program data (client and clinic level data) as well as sentinel cohort and population-based survey data and in the calculation of demographic and epidemiological indicators
- Proficient in SAS, STATA, SPSS, R or equivalent statistical package to conduct descriptive analyses with HIV program data
- Proficient in Power BI, Tableau, or other business intelligence software
- Experience in analyzing and in presenting data from multiple sources for identifying national- and sub-national trends and risk factors by population group. Ability to work with and learn from a team of technical experts with varied background (health information system developer, epidemiologists, health care service providers, etc.)
- Ability to work with a wide range of stakeholders, including leaders, technical professionals, government and non-government representatives
- Ability to work with minimal supervision and maximum accountability and attention to detail
- Experience in word processing, use of spreadsheets (including graphing), database use, e-mail communication and internet research
- Skills and abilities in the practical use of Epi-Info, Excel, and Access
- Fluency in English, both spoken and written. Basic proficiency in French or Kinyarwanda beneficial