

<b>Job Title:</b>	Recency Data Manager
<b>Reports To (Title):</b>	ICAP Recency Coordinator, Honduras
<b>Incumbent</b>	NEW
<b>Location:</b>	Tegucigalpa, Honduras
<b>Date:</b>	January 2021

### **Position Summary:**

ICAP at Columbia University has received funding to work with the Universidad del Valle in Guatemala (UVG) to roll out rapid test for HIV-1 recent infection (RTRI) testing funded through the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). The recency program will monitor epidemic trends, inform rapid programmatic responses at national, local and individual levels and accelerate progress towards epidemic control. ICAP is tasked to provide technical assistance in scaling up the use of rapid recency assays at HIV testing sites and build data systems to capture recency data to characterize emerging hotspots and help target prevention interventions. The recency testing rollout will take place in Honduras.

Reporting to the ICAP Recency Coordinator in Honduras, the Recency Data Manager will provide support in the reviewing of HIV testing services, clinical services, laboratory 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 Honduras. The specific role of this position is to support collection, quality, analysis and dissemination of recency data to produce high quality and timely surveillance data for individual level health analytics and response.

This position is grant funded.

### **Major Accountabilities:**

In collaboration with CDC and UVG, the Recency Data Manager will assume the following responsibilities:

- Manage the data input into the relevant electronic report forms from participating sites
- 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 surveillance
- Work with users to define surveillance data products needed for recency surveillance and with headquarters-based NY team to customize existing business intelligence software to meet Honduras 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 surveillance and HIV programming
- Integrate data quality procedures for recency 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 recency 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, Biomedical Engineering, Computer Science, 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 Minimum Required Qualifications:**

- At least 5 years of experience working in epidemiology, biostatistics, biomedical sciences, computer science, 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
- Fluent English and Spanish oral and written communication skills; ability to interact professionally in English and Spanish.
- Qualified candidates with valid work authorization are highly encouraged to apply.