

ICAP IN KENYA INTERNAL STAFF JOB ADVERT

Job Title: Data Officer

Location: Nairobi, Kenya

Reporting to: Data Manager

Job Type: Full-Time

ICAP at Columbia University, a global health leader situated within the Columbia University Mailman School of Public Health in New York City, seeks highly qualified candidates to serve as Data Officer – Kenya. The incumbent will be responsible to manage all Data aspects of ICAP's programs research, technical assistance in ICAP in Kenya.

ICAP seeks highly qualified and experienced candidates to fill the Data Officer position by October 2024. The successful candidate will hold a bachelor's degree in mathematics, statistics, data science, monitoring and evaluation, or a related subject. Minimum 2-3 years in data management and analysis or monitoring and evaluation in a healthcare setting. Experience in processing data using Python (NumPy and Pandas), R, Excel and relational databases and knowledge on data protection regulations e.g., HIPAA, Kenya DPA.

The incumbent will have a demonstrated track record working on US Government-supported PEPFAR programs including Data Management or monitoring and evaluation. The Data Officer will also have experience working effectively as a part of diverse staff teams, and contributing to successful collaborations with donors, host-country ministries of health, and civil society. This position is open to internal candidates of ICAP in Kenya.

Job Summary:

As a Data Officer at ICAP, you will be responsible for applying statistical methods and principles to build capacity of the data collection team on data entry tools/system and Conduct site-level data quality audit and prepare a report. You will collaborate with clinicians and public health disease surveillance specialists. Your expertise will be critical in ensuring the accuracy and reliability of our public health programs run by ICAP and in supporting evidence-based practices.

The Data Officer will report to the Data Manager.

Job description

1. Build capacity of the data collection team on data entry tools/system.
2. Conduct site-level data quality audit and prepare a report.
3. Develop data cleaning scripts to flag data entry errors at case and site level.
4. Build data visualizations for monitoring/tracking of events.
5. Collaborate with teams to develop bi-weekly, quarterly and annual reports using available or customized templates.
6. Collaborating with teams to troubleshoot/fix any issues affecting data collection system/tools.
7. Collaborate with teams on data analysis for scientific outputs.
8. Perform any other duties assigned.

Skills and qualifications

Education

- Bachelor's degree in mathematics, statistics, data science, monitoring and evaluation, or a related subject.

Experience

- Minimum 2-3 years in data management and analysis or monitoring and evaluation in a healthcare setting
- Experience in processing data using Python (NumPy and Pandas), R, Excel and relational databases.

Technical skills

1. Expert Excel data handling and graphing skills
2. Proficiency in structured query language and relational databases.
3. Experience in Python and/or R for data processing and analysis.
4. Familiarity with data visualization tools e.g., Power Bi, Tableau, Google Analytics and GIS tools.
5. Knowledge on data protection regulations e.g., HIPAA, Kenya DPA.

Soft skills

1. Detail-oriented with a commitment to data accuracy.
2. Excellent communication skills.
3. Ability to work independently as well as collaboratively within cross-functional teams.