

Job Description of Data Manager

Number of position: One

Duty Station: Addis Ababa (ICAP SI Project HO)

Job Summary:

Under supervision of HIS, Data Quality & Information Use Team Leader, the Data manager monitors the data collection process, assure quality and timeliness of various HIV related program and surveillance reports, and makes ready for continuous data analysis, use and dissemination for program quality improvement at all levels. The Data manager is expected to acquire highest level of Data Analysis, Presentation and Use skills and proficient in using data analysis tools for better program performance. He/she is also expected to work closely with the ICAP-E and CDC-Surveillance and program team members and other partners.

Duties and responsibilities:

- Design and establish database and electronic reporting system for ICAP-SI program and project activities
- Set Performance Indicators for indicators for the project and review performance on monthly basis and indicate future improvement directions
- Provide database related technical supports for various teams in the project on better data management and use practices
- Receive monthly program data, perform required analysis, present to the department, and share to relevant bodies regularly
- Ensure the required program data is of highest quality and timely by working with sources and identifying major sources of errors for action
- Compile, recode, clear, and enter program data to central database and prepare aggregated national reports regularly
- Provide data related training for regional and central program staff, set data quality, and use standards at program level
- Plan, conduct and evaluate supportive supervisions to regions and others relevant on data management and use regularly
- Perform requirement gathering, analysis and implement for the central and facility level surveillance and program databases and follow progress towards
- Participate on sampling and other techniques for surveys
- Provide data related technical supports at the Emergency operation centers (EOC) at regional level as required
- Willing to work other assigned duties by the immediate supervisor
- Prepare field report to the team leader and directorate after each field work

Qualification and Experience

- BSc or master's degree in Statistic, Biostatistics, public health
- More than 4 years of experience in data management for master's degree and 7 years and above for BSc holder in relevant fields
- Proficient in preparing data collection tools, data entry, cleaning, analysis, and interpretation of epidemiological data
- Excellent interpersonal and organizational skills and ability to prioritize and work under pressure
- Excellent verbal and written communication skills in Amharic and English language
- Advanced skill in statistical analysis tools including Microsoft Excel, Access, Power-BI, Tablue, EPI info, SPSS, and Stata