ICAP
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COLUMBIA UNIVERSITY
Mailman School of Public Health

POSITION DESCRIPTION
JOB TITLE: Epidemiologist
INSTITUTION: Columbia University Mailman School of Public Health - ICAP
LOCATION: Public Health Emergency Operation Center

DIRECT REPORT: Data management unit in charge.

POSITION SUMMARY:

The epidemiologist works in the data management as the technical person who monitor the day to day data collection, analysis, interpretation and use for decision making. The Epidemiologist will closely work with the data management unit in charge and planning chief. The epidemiologist will mentor and coach the data management officers and data clerks within the data management unit. The incumbent is also expected to ensure that the daily and weekly EOC reports are prepared and shared to stakeholders in time.

MAJOR ACCOUNTABILITIES:

In working closely with & under the supervision of data management unit in charge at the data management unit of the PHEOC, the incumbent is responsible for the following duties.

- Analyze and gain insights into the current state of COVID 19 data.
- Standardize data with user defined dictionaries and pre-built dictionaries.
- Ensure accurate data management systems in the PHEOC
- Identify key data assets, define and describe each attribute.
- Establish metrics driven trusted data processes and policies in consultation with the EOC management
- Demonstrate measurable return on investment on data governance investments
- Support implementation of operational quality standards within the EOC in consultation with the DMU in charge
- Support the establishment of metrics driven trusted data processes and policies.
- Demonstrate measurable return of investment on data governance investments.
- Attend EOC briefing meetings, data management TWGs, EPI/Surveillance TWGs when the DMU in charge is not around
- Support to ensure the EOC daily and weekly reports are prepared signed and shared timely with stakeholders
- Support the DMU in charge to ensure data security and confidentiality at all levels of data management
- Mentor and provide TA to data management officers and other staff within the DMU

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- Conduct data analysis and interpretation in collaboration with the data analyst.
- Performs other related duties as required.

EDUCATION

- Postgraduate degree in epidemiology, biostatistics, demography or related field.

REQUIRED SKILLS & EXPERIENCES:

- Experience in monitoring and evaluation systems, data visualization
- Management, interpersonal & team building skills.
- Ability to design and implement sound public health interventions in a variety of settings
- Ability to design & implement sound public health interventions in emergencies.
- Strong computer literacy.
- Ability to react quickly & calmly in emergency situation
- **Must be a South Sudanese National. A copy of national id or passport should be attached to the CV**

How to apply:

Note: This is a local hire position and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package

Please forward your Cover letter and CV to ml4185@cumc.columbia.edu and a copy to mka2155@cumc.columbia.edu. Indicate the Position you are applying for as "CWO"– (indicate the Location)" in the subject line of your email or you can deliver your application and CV to ICAP office located next to **Non – Violence Office near American Residence.**
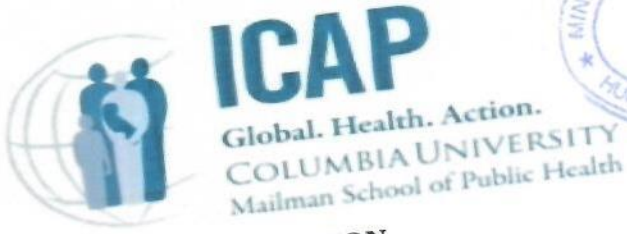
Application Deadline on Monday August 12th, 2020

NB: CV's will be reviewed as they come in since the position is for emergency program for Covid-19

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POSITION DESCRIPTION

JOB TITLE: **Data Analyst/Statistician**

INSTITUTION: **Columbia University Mailman School of Public Health - ICAP**

LOCATION: **Public Health Emergency Operation Center**

DIRECT REPORT: **Data management unit in charge.**

POSITION SUMMARY:

The data analyst is expected to conduct regular data cleaning, analysis, and create visualizations. The analyst will also conduct modeling and spatial analysis using GIS. The analyst is a resource person within the DMU when it comes to managing large sets of data.

MAJOR ACCOUNTABILITIES:

- Work with different units to fully understand data content
- gather, understand and document detailed functions of the EOC using appropriate tools and techniques
- develop records management processes and policies in consultation with the DMU in charge
- identify areas to increase efficiency and automation of processes within the EOC
- set up and maintain automated data processes as needed
- identify, evaluate and implement systems and tools to support data validation and cleaning
- Produce and track key performance indicators in consultation with the EOC and stakeholders
- Improve the reporting processes in consultation with the EOC management
- Monitor and audit data quality as a key activity
- Manipulate, analyze and interpret complex data sets relating to the EOC functions and COVID-19 response
- Identifying patterns and trends in data sets
- Prepare reports for internal and external audiences using analytics reporting tools
- create data dashboards, graphs and visualization's in consultation with EOC leadership and incident manager
- Defining new data collection and analysis processes as required
- Design surveys and conduct analysis as required
- Conduct spatial analysis to understand disease distribution by geography.

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- Working alongside DMU teams within the EOC to revise data management systems as required.
- Performs other related duties as required.

EDUCATION

- BSC degree in statistics or related field. Computer skill required.

REQUIRED SKILLS & EXPERIENCES:

- Experience in data models and reporting packages
- Ability to analyze large datasets
- Ability to write comprehensive reports
- Strong verbal and written communication skills
- An analytical mind and inclination for problem-solving
- Attention to detail
- **Must be a South Sudanese National. A copy of national id or passport should be attached to the CV**

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