



Vacancy Announcement

Data Management Officer (DMO) – (1 Position)

Location: (Juba – NPHL)



ICAP at Columbia University seeks highly qualified and experienced candidates to fill the positions of **Data Management Officer** to be based in Juba at NPHL, South Sudan. The position is for a period of 10 months subject to renewal on availability of funding and very good performance.

ICAP at Columbia University, is a global health leader situated within the Columbia University Mailman School of Public Health in New York City. ICAP's global team supports programs and research that address major health issues, HIV, Covid -19 response, malaria, tuberculosis, maternal and child health and non-communicable diseases. Headquartered at Columbia University's Mailman School of Public Health in New York City, has offices in over 20 countries. Our multidisciplinary team includes staff with technical, clinical, implementation, research, operations, program and financial management expertise.

ICAP ensures the wellness of families and communities by strengthening health systems around the world.

The **Data Management Officer** will support accurate routine data entry, data storage and management, data cleaning, data analysis, visualization and reporting for National Public Health Laboratory (NPHL) multi disease data including, but not limited to COVID-19, early infant diagnosis (EID), viral load (VL) & mycobacterium Tuberculosis (MTB). further more in close collaboration with the Strategic Information Advisor for Lab, the DMO will also troubleshoot issues related to systems and contribute to coaching and development of data management SOPs, data collection tools and data training materials to improve NPHL data management, reporting and data use capacity.

The DMO will report to Strategic Information Advisor at National Public Health Laboratory. The Data Management Officer will work collaboratively with all members of NPHL team and partners.

The **Data Management Officer** under the direct supervision of the **Strategic Information Advisor** will.

- Conduct routine data entry of COVID-19, EID, VL & MTB data into viral load sample management (VLSM) platform, E-governance, district health information system 2 (DHIS2), and ensure completeness and quality of data in these systems.
- Ensure accurate data capture for the multi-diseases through systematic review of raw data in the Conduct filing of completed request, case investigation forms (CIF) and test reports in box files with correct labelling for easy retrieval.
- Maintain master copies of data collection forms (ensuring accurate updating as needed) and supporting documentation for data management system in electronic venue accessible to relevant teams in NPHL.
- Maintain NPHL internal database system and report system errors to the LIMS advisor regularly for resolutions.
- Conduct weekly and monthly data cleaning of VLSM, E-governance and DHIS2 systems.

- Participate in quarterly data quality assessment to ensure integrity of data captured are consistent with the source documents.
- Participate in LIS validation process at National Public Health Laboratory.
- Run COVID-19, EID, VL & MTB weekly and monthly data analysis to inform use of data at National public health laboratory.
- Generate and submit daily COVID-19 reports to public Health Emergency Operation Center (PHEOC) and EID, VL & MTB daily reports updates to ICAP lab WhatsApp group in a timely manner.
- Ensure COVID-19, EID, VL & MTB daily reports are comprehensive includes all data from NPHL and point of care test (POCT)/GeneXpert sites for daily reports submission to various stakeholders.
- Generate/update pivot tables and charts of the indicators of interest for routine monitoring purposes as well as ad hoc requests.
- Actively participate in DMU Technical working group meeting.
- Conduct data presentations during Lab Technical working group meeting to inform Laboratory performance and need for actions.

ICAP is looking for a candidate with the below required skills & experiences:

- BSC in statistics/ Health informatics / computer science
- Training and experience in using databases such as VLISM, E-governance and DHIS2
- Certificate and practical skill skills in advanced Microsoft excel is mandatory
- Proven experience in health and database management
- Proven experience in Monitoring & Evaluation
- Proven experience in data analysis and interpretation
- Excellent communication (oral & written) and presentation skills
- Ability to work under pressure and meet deadlines
- Outstanding organizational and planning skills.



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 ICAP. Indicate the Position you are applying for as **"Data Management Officer"** in the subject line of your application to ICAP office located next to **Non – Violence Office near American Residence.**

Application Deadline is November 26, 2021.

Note: Since we are working in emergency we shall continue to review applications instantly as they are received.

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