

**MAC-COMMUNICABLE DISEASES ACTION CENTRE (MAC-CDAC)**

**VACANCY ANNOUNCEMENT**

**DATA MANAGERS (2)**

MAC-Communicable Diseases Action Centre (MAC-CDAC) is a university research centre at Kamuzu University of Health Sciences (KUHeS) that works with Ministry of health, local and international health agencies to address priority health problems in Malawi and the SADC region through operational and evidence synthesis research, capacity building and training, health care systems strengthening, disease surveillance, and monitoring and impact evaluation in communicable diseases including malaria, HIV, vaccine preventable diseases and Neglected tropical diseases.

MAC-CDAC is inviting applications from suitably qualified and enthusiastic individuals to immediately fill vacant positions of Data Managers in its Data Coordinating Centre, which is based in Blantyre. The center supports various projects with data management services.

**Position Summary**

The Data Manager will be expected to provide data management leadership to the assigned projects. The administrative office is in Blantyre but the fieldwork is across Malawi with both remote and occasional field supervision required.

**Duration of contract:** The initial contract will be for one year with possibility for further extension based on performance and availability of funding.

**Reporting line:** The Data Manager will be reporting to the Data Core Leader.

**Key responsibilities**

* Design and implement data collection protocols and tools.
* Create systems for secure data management, storage, backup, and quality control.
* Provide technical support and troubleshooting for data collection tools and systems.
* Supervise field data collection teams and data staff, including performance appraisals.
* Train study staff on data collection and management procedures.
* Perform quality checks, data cleaning, and ensure data accuracy.
* Conduct data audits and security checks regularly.
* Manage data inventories and ensure efficient data storage and retrieval.
* Conduct data backups and archive data responsibly.
* Maintain all study documentation in an organized manner.
* Support data analysis for research publications and stakeholder engagement.
* Generate field and management-level reports to inform decision-making.
* Provide GIS analysis and update research databases.
* Support research publications, including abstracts and papers.
* Develop and review Standard Operating Procedures (SOPs) for data management processes.
* Any other relevant duties that may be assigned by the Data Centre Coordinator and PIs

**Required Qualifications and Experience**

* A minimum of a Bachelor's degree in a relevant field (e.g., Data Science, Computer Science, Statistics, Information Systems) or equivalent qualification.
* At least five years of experience in a data management role, with a minimum of three years in a similar role.
* Experience in supervising staff is highly desirable.
* Proficiency in statistical software packages such as EPI INFO, STATA, SPSS, R, Python, or SAS.
* Programming experience in languages such as Ruby on Rails, Groovy, Java, PHP, C#, or similar.
* Web Development Skills in HTML, CSS, WordPress, Bootstrap, and PHP for creating dynamic and responsive web applications.
* Database programming skills with databases like MSSQL, MySQL, PostgreSQL, or SQLite.
* Knowledge and proficiency with mobile data collection tools such as REDCap and Open Data Kit (ODK) and familiarity with electronic data collection methods.
* Ability to work in collaboration and in teams.

**Remuneration**

Remuneration will be commensurate with experience and qualifications as applicable to staff in the Kamuzu University of Health Sciences. KUHES is an equal opportunity employer.

**Application procedure**

Suitably qualified candidates should submit their applications together with copies of relevant certificates and detailed CVs with names, contact numbers and emails of three traceable referees to:

The Registrar

Kamuzu University of Health Sciences

P/Bag 360

Chichiri

Blantyre 3

Email: recruitment@kuhes.ac.mw and vacancies@mac.kuhes.ac.mw

Applications should be submitted not later than Wednesday, 10th December, 2024. Those submitting via email should indicate the title of the post in the subject line of the email. Only short-listed candidates will be acknowledged.

The successful candidates will be required to undergo a safeguarding check prior to appointment and periodically during employment.