

THE ORGANISATION

Our client is a donor funded organisation and development partner in Namibia that works closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). They promote activities that increase human capacity for providing HIV/AIDS clinical care and support and assist with the development of health care worker systems that are locally-determined, optimally resourced, highly responsive and self-sustaining in countries and regions hardest hit by the AIDS epidemic. In partnership with the MoHSS, staff is deployed at hospitals and health facilities across the country to form part of a coordinated effort. They now seek to appoint an appropriately qualified and experienced candidate to fill the following position:

DATA MANAGER

THE BACKGROUND

Our client in collaboration with the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) has been planning to undertake a behavioral and biological surveillance survey (BSS) among sex workers and men who have sex with men in Namibia to provide important information about the risk of HIV and inform prevention, care, and treatment programs for these groups.

THE POSITION

The successful candidate will work under the direction of the Project Coordinator and Program Manager and will be responsible for all data management activities at the central office. Sensitivity to issues related to HIV/AIDS is key advantage.

Key Areas of Focus and Deliverables:

The Data Manager's responsibilities include, but are not limited to:

- Support the development and maintenance of data collection instruments (e.g., computer-assisted personal interviews) and databases.
- Work closely with study site staff to ensure data are being collected, entered, stored efficiently and effectively.
- Manage all databases.
- Oversee data transfers from all study sites and compile data within the warehouse at central office.
- Manage daily data backup at central office and other data security procedures.
- Conduct weekly data checks for completeness and consistency.
- Provide RDS data monitoring reports to study

investigators and Program Manager, at least weekly or upon request.

- Assist with data entry, cleaning and preparations for analysis.
- Maintain and trouble shoot the IT infrastructure – servers, computers, technical issues at remote study sites.
- Other duties as assigned by study investigators.

THE PERSON

The Data Manager should have a strong knowledge and experience of the social, cultural, political, and economic background of Namibia. Strong oral and written communication skills, sensitivity to issues related to HIV/AIDS and the study target populations and ability to work with stigmatized populations is required.

Minimum requirements:

- Bachelor's degree or higher in biostatistics, computer science, health sciences or other related discipline, or equivalent qualification and experience.
- Demonstrated strong proficiency with hardware and software systems used in research data management, including Microsoft Office (Excel, Access), SPSS, STATA or SAS. Knowledge of RDSAT software will be an advantage.

Prior work Experience and competency requirements:

- A minimum of 3 years of work experience in database design and/or management.
- Strong trouble-shooting and organizational skills.
- Good interpersonal and communication skills.

INTERESTED ?

The successful candidate will be on a short term fixed contract and an attractive package commensurate with qualifications and experience is offered. The closing date is **21 October 2011** and suitably qualified Namibian candidates are encouraged to apply. Kindly forward your electronic CV to nelao@potentia.com.na before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**



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