

GLOBAL PROGRAMS for Research & Training

Affiliate of the University of California, San Francisco

Recency Data Manager

Report to: Recency Informatics Manager
Location: Uganda
Period: **October 1, 2019 – September 30, 2020** (*renewal subject to availability of funds*)

The Company

The University of California, San Francisco (UCSF) through its affiliate international NGO Global Programs for Research and Training (GP) is engaged in projects in Uganda as well as Burundi, Cambodia, Kenya, Malawi, Namibia, Vietnam, Thailand, and Zambia (to be referred to as Recency Countries) funded by the U.S. Centers for Disease Control and Prevention (CDC). UCSF's role is to provide technical assistance to Ministries of Health and its partners, including multiple comprehensive IPs, to roll out the use of a rapid test for recent infection (RTRI) for HIV surveillance and public health response. As part of UCSF's and Recency Countries' surveillance and survey activities, a lot of data is collected, managed, stored, and analyzed at various levels. This data comes from a variety of sources and is collected through many different data entry systems, some paper- and some electronic-based. As a result, the data need to be linked, adequately stored, and reviewed for data quality and consistency issues before being analyzed and interpreted by stakeholders. In order to use this data, it should be transformed into information and used to inform programming and decision-making. There is, thus, a need to hire a Recency Data Manager across all Recency Countries to coordinate and solve data quality, consistency, and validity issues that they actively manage and analyze.

The Position

The Recency Data Manager will primarily be responsible for maintaining a several in-country databases for all datasets from recency studies, as well as related datasets (public/programmatic/survey), for purposes of crafting integrated public health responses informed by this data. They will be responsible for developing SOPs for storing and retrieving data, data quality analysis, and correcting data using approved methods. They will also be responsible for providing custom datasets upon request in a custom format (e.g. as an Excel file). The Data Manager is expected to work closely with Informatics Developers, Programmatic/MOH staff, and UCSF employees. In addition to recency data, the Data Manager will also coordinate with CQI Officers from various countries to manage continuous quality improvement (CQI) data from supervision visits to facilities to ensure, for example, that the RTRIs are being administered properly, informed consent is obtained, and that all documentation is completed correctly.

Specifically, data management encompasses the following dimensions of which the candidate applying should have adequate knowledge and demonstrated application:

- **Data management:** Collection, management, integration, analysis, visualizing and reporting, as well as supporting data use and interpretation of data in line with proper data management procedures and best practices using the SQL language.
- **Appropriate use:** Ensuring privacy and confidentiality through the construction of minimum use data sets and guidance on appropriate statistical practices that achieves the objectives of an internal/external data user

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- **Data security:** Verifying data users as well as the implementation and documentation of appropriate administrative, technical, and physical safeguards for all data (along with appropriate penalties)
- **Data quality:** Ensuring data standardization, verification and validation procedures are implemented and documented to ensure data accuracy, availability, timeliness, completeness, credibility, and solid understanding of its limitations
- **Public disclosure:** Documenting all public data requests and ensuring appropriate communication between data stewards and data users for arranging data disclosure prioritization and procedures

Roles and Responsibilities:

Documentation

- Creation of documentation and a solid understanding of all data flows (from source to analysis and use) for all recency-related data
- Maintenance and understanding of all SQL-based documentation which details data cleaning, standardization, validation, and analytical procedures
- Maintenance and ongoing analysis of data quality as well as tracking of all 'bugs'
- Documenting and cataloging all data elements (data dictionaries and metadata) for the various datasets as well as the relationships between them (e.g. ERD's for data linkages)
- Documenting all changes to variables and data structures (i.e. change management)
- Development of all policies and procedures for requesting and approving data access for internal and external data use partners
- Active maintenance of logs which contain information on all users which have access to certain data sets as elements, as well as intended use (e.g. analysis, publications, etc.)
- Documenting minimal use dataset creation criteria and parameters

Communication and Coordination

- Ensuring that policies and procedures for data access are adhered to by internal staff and external partners
- Coordinating between appropriate project staff and data stewards to determine data request prioritization and minimal dataset development timelines
- Coordinating with the informatics team to ensure proper prioritization of minimal dataset development and fixing data quality issues

Communicate Performance Management

- Communicate appropriate vs. inappropriate uses of datasets
- Preparing publications on data

Technical Assistance

- Ensuring appropriate use through guiding analytical approaches and ensuring that correct conclusions are drawn from source data
- Creation of minimal use datasets to meet external data user needs, requiring an understanding of SQL and procedures/functions

Technical Documentation

- Ensuring that technical guidelines for anonymization of datasets are followed for external data use while still maintaining data linkages across appropriate datasets

The Person

Minimum requirements

- Experience with Continuous Quality Improvement (CQI)

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- A Bachelor's degree or Master's degree in Data Science, Data Management, Computer Science, Software Engineering or a related field with sufficient training in database related disciplines
- At least five years of working experience managing active large study/surveillance datasets
- Demonstrable experience with at least one of the following: Oracle, SQL Server, MySQL, PostgreSQL
- Demonstrable experience in writing advanced SQL queries and statements.
- Demonstrable experience with at least one statistical analysis software package: R, SAS, STATA, SPSS
- Demonstrated good communication and interpersonal skills
- Ability to coordinate with multiple partners in various countries to carry out duties as assigned

Considered an Advantage

- Certification in one or more popular database management systems (DBA in Oracle, SQL Server or similar)
- Experience with working in the health sector and/or research settings
- Background in statistics and/or data analysis

Interested?

We offer an attractive package commensurate with qualifications and experience. The closing date is **15 September 2019**. Email your cv and application letter to **info.uganda@ucglobalprograms.org**. **Only electronic CV's will be accepted.**