

VACANCY

JOB TITLE: Data Manager

POSITION SUMMARY:

Location: Ho Chi Minh City
Contract Type: Fulltime (100% FTE)
Duration: 12 months (extension to be based on performance and availability of funds)
Travel requirements: Infrequent travel to other site locations for training and monitoring missions

BACKGROUND:

Friends for International TB Relief (FIT) is a registered non-profit organization working in the field of TB prevention and care service delivery, research, technical assistance and advocacy. FIT is a young, dynamic and growing organization. We work in close collaboration with Provincial and National TB Programmes and other in-country partners to implement projects funded by the Stop TB Partnership's TB REACH initiative, USAID, US CDC, CDC Foundation and other donor agencies. We also have multiple active research partnerships with academic institutions, including with the Liverpool School of Tropical Medicine in the UK and the Karolinska Institutet in Sweden. FIT staff have supported the implementation of other TB programs in South and Southeast Asia, and represented Viet Nam at multiple regional and international forums on TB technical assistance. Finally, FIT has represented civil society organizations from Viet Nam at regional events and at multiple events in the lead up to and during the United Nations High Level Meeting on TB in New York City. For more information, please visit www.tbhelp.org

PRIMARY RESPONSIBILITIES:

Data & Database Management

- Help to develop/update and enforce policies for effective and secure data management
- Maintain FIT project databases
- Troubleshoot data-related problems
- Coordinate (re)trainings on the use of electronic data collection tools
- Provide capacity building to members of the M&E and field teams for data collection best practices
- Maintain archive of FIT project data

Project & Donor Reporting

- Develop project reporting and presentation templates to facilitate data-driven programming
- Develop and maintain dashboard visualizations using project data
- Supervise the M&E team in producing project and donor reports
- Supervise the collection and verification of National TB Program (NTP) data on a quarterly basis
- Support ad hoc requests for data reports from staff at FIT, government stakeholders and other partners

Research Activities

- Prepare ethical approval/IRB applications for operational research activities (desired, not required)
- Create research data sets using FIT project data
- Conduct advanced statistical analyses for conference presentations and scientific publications
- Support other FIT staff with statistical analyses
- Participate in manuscript development
- Other activities requested by FIT management

KNOWLEDGE AND SKILLS REQUIREMENTS:

- An analytical mindset with problem-solving skills
- Ability to decipher and organize large amounts of data
- Strong data management skills, including proficiency in MS Excel and MS Access

- Strong data analysis skills, using statistical software (such as Stata [preferred], SPSS, SAS and/or R)
- Ability to work well in a team setting
- Ability to complete milestones and work toward multiple deadlines simultaneously
- Strong verbal and written communications skills
- Experience implementing or monitoring research studies (desirable)

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A Master's degree in public health, epidemiology, biostatistics/statistics, or related discipline is required
- Three years of work experience with infectious disease programs or conducting research

LANGUAGE REQUIREMENTS:

- Fluency in written and spoken English and Vietnamese is required

APPLICATIONS SHOULD INCLUDE:

- A cover letter written in English
- A detailed Curriculum Vitae
- At least two employment references (Name, Phone Number, Email Address)

SEND APPLICATIONS:

- By e-mail to hr@tbhelp.org
- Subject: Application for Data Manager in HCMC
- No later than Monday, 05 July 2021

Compensation and the final position grade will be commensurate with experience. Full benefits will be included in the compensation package. All applications will be carefully considered, but only short-listed applicants will be contacted for a data test and then interview. If you do not hear from us within 21 days of the closing date, this will mean that your application has been unsuccessful.

FIT is an equal opportunity employer.