

VACANCY ANNOUNCEMENT

Job Summary

Position: Data Officer
Reports To: Project Manager
Work Station: Bagamoyo
Apply By: 27th February 2024

Institute Overview

Ifakara Health Institute (IHI) is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

Position Summary

The Data Officer will be responsible for overseeing and managing data from the initial design phase through to the final delivery of project datasets to the sponsor. His/her will leverage technical expertise to ensure the efficient, accurate, and timely execution of trial data, meeting the sponsor's expectations.

Duties and Responsibilities

- Develop a comprehensive data management plan (DMP) to define the data collection and processing workflow.
- Oversee and mentor data clerks and officers, providing necessary training.
- Create source documents and case report forms (CRFs) for the study.
- Develop and maintain the study's Electronic Data Capture (EDC) system and clinical trial database.
- Perform QA/QC of CRFs and ensure competency at all QC levels.
- Communicate effectively with the project manager regarding QC, supplies, CRF updates, and changes.
- Spearhead the analysis and resolution of data queries.
- Organize eligibility meetings, track participant status, and provide daily reports.
- Develop and maintain data-related SOPs and manuals.
- Assist staff in data management, CRF, and EDC usage.
- Maintain data supplies inventory and oversee archival procedures for all study data.
- Ensure confidentiality and secure storage of participant identifying materials.
- Provide regular QA/QC reports.
- Generate and deliver weekly data reports.
- Review CRFs, specify checks, and perform validation.
- Conduct regular audits and assessments to ensure compliance with regulatory requirements, standard operating procedures, and best practices.
- Implement corrective actions as needed to address quality issues and prevent recurrence.
- Ensure compliance with study protocols, and safeguard the rights, safety, and welfare of study volunteers.

Qualification and Experience

Ifakara Branch

Off Mlabani Passage
P.o. Box 53 Ifakara
Phone: +255232931572

Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni
P.o. Box 78,373 Dar es Salaam
Phone: +255222774756

Bagamoyo Branch

Off Chuguni Road
P.o. Box 74 Bagamoyo
Phone: +255232440065

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- Minimum of a bachelor's degree in Statistics/Applied Statistics/Biostatistics/Computer Science.
- At least two (2) years of experience in data management or related roles within a clinical research setting.

Skills and Competencies

- Proficiency in statistical packages such as Stata, SPSS, R, and SAS.
- Familiarity with the entire data management cycle.
- Basic IT skills, including software installations, printer setups, and troubleshooting.
- Working knowledge of Good Clinical Practices, clinical research, clinical trial processes, and relevant regulatory requirements.
- Familiarity with clinical database applications (EDC, CTMS) and data management databases (MS Access, Excel SQL, or Visual Basics).
- Problem-solving and troubleshooting experience.
- Excellent written, verbal, and organizational skills.
- Detail-oriented and self-motivated.
- Willingness to take on additional projects and work overtime when necessary.

Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **17:00hrs on Tuesday, February 27, 2024**. All e-mail application subject lines should include: **Data Officer – DYNAMIA Study. Only shortlisted applicants will be contacted for interview.**

Human Resources Manager
IFAKARA HEALTH INSTITUTE
#5 Ifakara Street Plot 463 Mikocheni
P.O. Box 78,373
Dar es Salaam, Tanzania
Email: recruitment@ihi.or.tz

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