CRENC Clinical Research Education Networking and Consultancy

IeDEA International epidemiology Databases to Evaluate AIDS

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"
Pursuit of Excellence in Research via
Commitment, Innovation & Collaboration
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JOB OFFER

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Research Data Manager

Yaounde, Cameroon

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Application closing date: 24/09/2021

Job starting date: 01/10/2021

Job Reference: AI002/CRENC-IeDEA/20/09/2020

Job Title: Research Data Manager

Location: Yaoundé

Stipend: Competitive, negotiable

Duration: Full time

Closing Date: 24th September 2021

Expected start Date: 1st October 2021

Liaises with: Director of Research Operations and Country Principal Investigator

About CRENC:

Clinical Research Education, Networking and Consultancy (CRENC) is a Cameroon based research organization committed to clinical research excellence through the quest for novelty and collaboration (crenc.org). Its mission is to improve individual and community health though evidence-based interventions. CRENC implements a number of research projects including the International Epidemiology Database to Evaluate AIDS (IeDEA) study.

Purpose of job:

The Research Data Manager (RDM) will work as a team member to effectively manage and ensure high quality data standards to meet the Cameroon arm of the IeDEA study and CRENC's data management goals. The RDM position is also an opportunity to identify and nurture talent in data management, data science and biostatistics through capacity building to boost biomedical research in Africa.

Duties and Responsibilities:

- *Data quality assessment*; The RDM shall conduct data quality assessment in the study databases, generate listing of errors or incoherence, send data queries to study sites and supervise the data correction process.

- *Research data management*: Under the leadership of the Director of Operations (DoO), the RDM will oversee and coordinate the process from data capture to data sharing. This involves the maintenance and enforcement of the Data Access Policy and Data Sharing Agreements at CRENC. He/she will develop and execute SOPs, a robust archiving system (electronic and hard copy) and data standards to guarantee database quality control and data management compliance. Also, develop and execute procedures for the abstraction and merging of datasets between databases.

- *Statistical analysis*: Provide scientifically rigorous statistical input into project evaluation protocols, interpretation of statistical results for abstracts and manuscripts, statistical analysis plans for study protocols. Perform statistical analyses using appropriate statistical tools for planned data presentations and communications related to a given study.

- *Design forms and databases*: Design and validate forms for receiving, processing, or tracking data and build and validate databases with appropriate logic checks.

- *Assist the Director of Operations*: Assists and reports to the DoO to ensure that research and related activities are performed in accordance with set plans, policies and procedures. Keeps track of all internal communications, assists in planning meetings and following up on resolutions. In the absence of the DoO, he/she will ensure the smooth running of all plans and activities.

Additional responsibilities:

- Communicate and collaborate with other research teams to ensure consistency and alignment of statistical approaches across studies.

- Contribute to the design of protocols, which includes the methodology, analysis, quality control and reporting sections for both quantitative and qualitative data.

- Responsible for the writing, training, and oversight of the data management Standard Operating Procedures (SOPs), job aids, guidance etc.

- Liaise with study coordinator to follow-up data errors, discrepancies, and missing information for ongoing data cleaning

- Maintain the integrity, security and data backup of the study database

- Perform preliminary quantitative analysis on research datasets.

Competencies:

Education:

Master's or Bachelor's Degree in Statistics, Biostatistics, Epidemiology, Information Communication Technology, Health Information Management, any relevant scientific discipline or an equivalent combination of relevant experience and education/training.

Work Experience:

- Minimum three years' experience as a data manager for research.

- Good skills and experience with using **REDCap** for building and managing online surveys and databases is desired and is a remarkable competitive advantage.

- Knowledge and mastery of at least one statistical analysis software (Stata; SPSS; SAS) is mandatory.

- Experience in monitoring of biomedical and operational research data is mandatory.

- Experience in biomedical or operational research as data manager or data officers, will be highly appreciated.

- Prior experience in human subjects' research and program evaluation is an added advantage.

Languages:

English and French are the working languages of CRENC. For the post advertised, fluency in oral and written English is required. Proficiency in the French language is an advantage.

Additional skills:

- Excellent teamwork and coordination skills.

- Excellent oral and written communication skills.

- Knowledge of database languages, such as SQL is essential

- Excellent database computing skills, including a high level of competency in the use of Microsoft Access (including the creation of databases, queries, forms etc.), Excel and Word

- Excellent organizational skills; attention to detail and a focus on quality and innovation

- The ability to prioritize work, exercise initiative and work with minimal direction

- The ability to work independently and collaboratively with colleagues

- Willingness to travel to the research sites regularly

Assessment:

Selection of qualified candidates will include an initial review of the CVs of applicants, followed by competency-based interview of pre-selected candidates.

CRENC Considerations:

CRENC shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its head office and projects sites. CRENC is a non-smoking environment.

No Fee:

CRENC DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). CRENC DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

How to Apply:

CV's should not be more than 3 pages. Submit your updated CV and letter of motivation to *info@crenc.org* latest September 24, 2021. The position you are applying for should be indicated in subject line of the email with the job reference number.

NB: Due to the urgency of this position, applications will be short listed on rolling basis and the post may be filled before the closing date.

Only shortlisted candidates will be contacted.