Project description: Facility and community health data is rapidly changing from paper to electronic across Kenya. Multiple digital systems are being developed, but these do not link. Community health volunteers (CHVs) and facility staff need to work together using data to monitor and improve the uptake of services. Antenatal care (ANC) is an example of a service that is important as Kenya is adopting WHO’s ambitious target of 8 ANC contacts during pregnancy. This C-it-DU-it aims to demonstrate how to link and use the data, providing missing evidence on the impact, costs and scale-up of data linkage and use. We will measure the impact on the number of ANC visits and the effects on pregnancy outcomes and quality of care. This project is a partnership co-led by KEMRI, LVCT Health and LSTM and involves the Ministry of Health at the county and national levels. The project seeks to fill the following position(s).

Position: Data Manager   Job Group/KMR 6  (1 Position)
Location: Kisumu/Homa Bay
Reporting to: Principal Investigator

a) Job description
The duties and responsibilities of the officer will entail:

- Managing daily data collection at the field sites in Homa Bay County
- Supervising verification of data, check and clean raw data as soon as it is uploaded or entered by field staff
- Ensuring project data is securely stored in the provided repository mechanism
- Creating and maintaining SOPs related to the management project data
- Creating and managing data dictionaries, including updating and checking stored information related to the study, updating datasets and associated data dictionaries, as well as maintaining a record of data and variable updates (version control)
- Performing data query management, ensuring all queries are issued and resolved appropriately and in a timely manner
- Monitoring study data to ensure the quality and completeness of the data submitted
- Generating QC reports for review and correction, as well as a variety of other reports as required.
- Evaluating study data for protocol compliance
- Assisting in the maintenance of documentation of the study database and other related data management programs and/or applications
- Implementing capacity-building efforts to increase and expand the skills of local counterparts and field team technicians
• Generating interim reports as requested by the study investigators and coordinator
• Ensuring all data management activities are in compliance with the Kenya Data Protection Act
• Providing technical user support to field workers and data clerks

b) Person Specifications
For appointment to this position, a candidate must have:-
• Bachelors Degree in Computer Science, Biostatistics or Applied Statistics or any other related field from a recognised institution
• Training in statistical packages/programs, preferably STATA, Excel, R and Python and statistical analysis will be an added advantage

c) Key Skills and Competencies
• High level of competency in using Microsoft, Excel, Word and PowerPoint.
• Analytical and report writing skills
• Presentation skills
• Good Team player
• Excellent organisational skills, attention to detail and focus on quality and innovation.
• Demonstrates excellent written and verbal communication skills.

Terms of employment: This is a one (1) year contract, renewable subject to availability of funds, with a probation period for the first 3 months. Salary is as per the stated job group and within the KEMRI scheme of service

Applications MUST include the following:
   i. Letter of Application (INDICATE VACANCY NUMBER)
   ii. Current Curriculum Vitae with telephone number and e-mail address
   iii. Three letters of reference with contact telephone numbers and e-mail addresses
   iv. Copies of Certificates and Transcripts
   v. Contact telephone number

All the applications must be submitted through KEMRI Website www.kemri.go.ke/e-recruitment on or before December 31, 2023 latest 5.00 p.m. Please visit the KEMRI web site www.kemri.go.ke for more details on the advertisement.

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER; WOMEN AND PERSONS WHO ARE ABLED DIFFERENTLY ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS SELECTION PROCESS INCLUDING APPLICATION, INTERVIEW MEETING AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY TO RELEVANT AUTHORITY

Only short-listed candidates will be contacted