



Job Description

TMG/NIAID/DCR Ebola Response Program

Position Title: Database Manager/Analyst **4 positions (Internal and External Applicants)**

Reports To: Biostatistician

Project Worksite: JFK, CH. Rennie Hospital and Duport Road Health Center

About PREVAIL:

PREVAIL, or the Partnership for Research on Ebola Virus in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health.

Summary of Position:

Responsible for performing specialized data management duties such as data entry and validation, queries identification and resolution including record-keeping and managing study forms.

Specific duties include, but are not limited to, the following:

Description of Responsibilities:

- Assist in the development and review of study protocols, Case Report Forms (CRFs), with providing particular support in the methodology.
- Assist in the development of databases for clinical and non-clinical studies
- Assist in identifying troubleshooting from the computerized database and take appropriate action in discussion with your line manager.
- Assist in the development of queries from the database and share with clinical staff.
- In collaboration with the Quality Control team, resolve all data queries generated from the data management system.
- Assist in the training of study staff on new PREVAIL protocol with emphasis on the data management including the CRF, and quality control/assurance measures.
- Assist in the development of standard operating procedure (SOPs) for data management and other related areas of PREVAIL studies.
- Assist in the conduct of meetings with other PREVAIL working groups or relevant personnel.
- Conduct double data entry and validation exercise to ensure completeness, accuracy and integrity of data entered.
- Support the development of case report forms for PREVAIL studies where applicable.
- Provide data management support to PREVAIL staff involved in the collection, and quality control/quality assurance of research data.



- Assist in communicating and training basic statistical concepts to other non-data management staff within PREVAIL.
- Ensuring that appropriate security measures are taken to prevent unauthorized access to PREVAIL database.
- Identifying troubleshooting from the computerized database and take appropriate action in discussion with your line manager.
- Provide technical support to clinical staff during data collection.
- Ensure backup of all electronic data where applicable in accordance with the guidelines and regulations for data management
- Any other relevant duties as directed and in line with your supervisor.

Competence:

- Bachelors of Science degree or higher in any of the following; Statistics, Mathematics, Biostatistics, epidemiology, public health.
- Strong detail orientation required, including keeping projects on timeline.
- Knowledge of statistical methodology and analysis.
- 3 to 5 years of experience in data management.
- Good experience of using MS office and database management applications.
- Effective verbal and written communication skills including ability to effectively deal with email enquiries.
- Ability to work co-operatively with others to meet tight deadlines.

To Apply:

- Applicants are required to apply by soft copy
 - Soft copies are to be submitted to hr@liberiaerp.com and addressed to the Human Resource Manager
The Mitchell Group/PREVAIL
- Soft copies must include:
 - Academic credentials
 - Motivation letter
 - CV
 - Three (3) letters of recommendation. At least one recommendation should come from the most recent employer.
- **Deadline for the submission of application is at 4 PM Wednesday, May 29, 2019. Only shortlisted candidates will be contacted. Females' candidates are encouraged to apply.**