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| **Position Title:** | DATABASE MANAGER |
| **Position Number:** | 4003 |
| **Reports To:**  | Associate Director, Operations |
| **Project Worksite:** | Central Office, JFK, C.H. Rennie Hospital, Redemption, and Duport Road Health Center |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases 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.

**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

**Skills**

* Detail-oriented and strong time management skills
* Knowledge of statistical methodology and analysis
* Experience using MS Office and database management applications
* Excellent verbal and written communication skills including ability to effectively deal with email inquiries
* Ability to work cooperatively with others to meet tight deadlines
* Ability to maintain a high level of confidentiality

**Leadership Competencies:**

* Commitment to the Organization, its Mission and Values
* Cultural Sensitivity / Valuing Diversity
* Building and Managing Relationships / Encourages Collaboration
* Performance Management / Promotes Staff Accountability
* Conflict Management / Coaching and Mentoring
* Results Orientation / Commitment to Excellence
* Knowledge Sharing / Continuous Learning

**Qualifications**

* **Education:** Bachelors of Science degree or higher in any of the following: Statistics, Mathematics, Biostatistics, or Public Health
* **Preferred Job-related Experience:** At least three (3) years of relevant experience of data management.
* **Additional Eligibility Qualifications: Minimum of five (5) years’ experience managing staff in multiple levels of an organization, both management and individual contributor level staff.**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** LiberiaRecruitment@fhiclinical.com

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application