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| **Position Title:** | Data Analyst |
| **Position Number:** | 4001 |
| **Reports To:** | Database Manager |
| **Project Worksite:** | Central Office |

**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 conduct double data entry and validation exercise to ensure completeness, accuracy and integrity of data entered.
* Assist in identifying troubleshooting from the computerized database and take appropriate action in discussion with your line manager.
* 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.
* 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.
* Conduct data entry and validation for PREVAIL studies where applicable
* Assist in communicating and training basic statistical concepts to other non-data management staff within PREVAIL.
* Assist in the development of study protocols and review, providing particular support in the methodology.
* Any other relevant duties as directed and in line with your supervisor.
* Assist in descriptive and analytical statistics
* Other duties as assigned

**Skills**:

* Strong detail orientation required, including keeping projects on timeline.
* Knowledge of statistical methodology
* The ability to analyze, model and interpret data
* 3 to 5 years of experience in data management.
* Good experience of using MS office and database management applications.
* Experience with any computer statistical package/software such as SAS, R, SPSS Stata, python and be able to write SQL queries.
* 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.
* Be able to maintain high level of confidentiality.

**Qualifications**

* **Education: Bachelor’s** Degree in Statistics, Mathematics, or Biostatistics.
* **Preferred Job-related Experience:** At least three (3) years of experience in data management.

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](mailto:LiberiaRecruitment@fhiclinical.com)

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