

No: IPHS/No: IPHS/2021/Ads/1/54/ 89

Date: 25th February 2025

Position: Data Manager

No of Posts: 4 Positions

Location: Shillong, Meghalaya

Duration of Position: 1 year (Renewable)

About IIPHS:

The Indian Institute of Public Health Shillong (IIPH-Shillong) is a northeast regional institute of public health. It was established in 2015 by the PHFI in collaboration with the Government of Meghalaya to redress the limited institutional and systems capacity in public health in the North East Region of India. IIPH-Shillong is an autonomous educational & research institute of the IIPH Shillong Society, registered under the Meghalaya Society registration Act of 1983.

Role Overview:

The Data Manager will be responsible for overseeing data systems, ensuring data quality, maintaining databases, and supporting data-driven decision-making across ongoing institutional projects. The role requires strong skills in data governance, validation, documentation, reporting, and coordination with internal teams and external stakeholders.

The position demands a highly organized professional capable of handling multiple datasets, ensuring compliance with data standards, and supporting research, monitoring, and evaluation activities.

Essential Qualifications:

- Master's degree in Public Health, Biostatistics, Statistics, Data Science, Health Informatics, Epidemiology, Demography, Computer Applications, or related field.
- 2–5 years of relevant experience in data management, database administration, public health informatics, or monitoring & evaluation.
- Proven experience in handling large datasets and maintaining structured databases.

Desirable Qualifications:

- Experience working with government health data systems (e.g., HMIS, DHIS2, RCH portal, NCD portal, LMIS, etc.).
- Experience in multi-project data coordination and reporting.
- Prior experience in academic/research institutions or public health projects.
- Certification or advanced training in database management or analytics tools.

Roles and Responsibilities:

The Data Analyst will be responsible for managing, cleaning, analyzing, and visualizing health data from various government platforms such as HMIS, DHIS2, RCH portal, and NCD portals. The role includes generating actionable insights, identifying data-quality gaps, supporting baseline and endline assessments, and preparing analytical reports for planning and review meetings. A core responsibility will be to support the design and development of the data analysis training module, which will be used to train district and block health officials on data literacy, interpretation, and data-driven decision-making.

Key Responsibilities:

1. Data Management & Governance

- Design, maintain, and update structured databases for institutional projects.
- Develop and implement data management protocols, SOPs, and documentation systems.
- Ensure secure storage, confidentiality, and compliance with institutional data policies.

2. Data Quality Assurance

- Monitor completeness, consistency, and accuracy of datasets.
- Conduct routine data audits, validation checks, and error correction.
- Develop data quality dashboards and tracking tools.

3. Database & Systems Coordination

- Coordinate with project teams to streamline data collection workflows.
- Support integration of data from multiple sources/platforms.
- Maintain metadata, data dictionaries, and version control documentation.

4. Reporting & Documentation:

- Generate periodic reports and summaries for internal review and donor reporting.
- Support preparation of analytical datasets for research and publications.
- Develop structured reporting templates and automated tools where feasible.

5. Capacity Support:

- Provide technical guidance to field teams on data entry, validation, and management.
- Assist in training staff on data systems and data quality standards.

6. Coordination:

- Work closely with Project Leads, Research Teams, and administrative units.
- Liaise with state/district officials when required for data access and validation.
- Participate in review meetings and planning discussions.

How to Apply:

1. Interested candidates may upload the required data in the Google form [link](#)
2. **Last date for receipt of application: 10th March 2026**

CV Format:

1. **Full Name, address, and contact details (including email and phone number).**
2. Educational qualifications – Diploma/degree/s, year, and institute qualified from.
3. Language skills (spoken, written skills), Software skills.
4. Work experience (position/job title, organization, duration) if none please state NIL.
5. Research experience and Publications (if any).
6. Referees (two persons who you have worked or trained under).
7. Any other relevant information.

General Instructions:

1. The Institute reserves the right to withdraw any advertised post at any time without giving any reason.
2. Mere eligibility will not entitle any candidate for being called for interview. In case the

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- applicants are more in number; a Screening Committee shall short-list the most suitable candidates to be called for the interview.
3. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
 4. Only shortlisted candidates will be called for interview. Shortlisted candidates, called for interview, will bear the expenses on travel and stay.
 5. The Institution reserves the right to reject any application without assigning any reason whatsoever.
 6. The Institute reserves the right to Revise/Reschedule/Cancel/Suspend the recruitment process without assigning any reason. The decision of the Institute shall be final and no appeal shall be entertained.
 7. Any corrigendum/changes/updates shall be available only on Institutes website: www.iiphs.ac.in.
 8. The candidates are required to bring with them copies of all relevant testimonial documents self-attested along with the original certificates at the time of interview.
 9. Applications that are incomplete and/or unsigned will be summarily rejected.
 10. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
 11. Applications received after the prescribed date will not be entertained.
 12. Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.
 13. Minimum Educational Qualifications; applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement.
 14. Candidates must be in sound bodily health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as Institute may require.
 15. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise.

Sd/-

Dr. Tiameren Jamir

Registrar

Indian Institute of Public Health Shillong

Lawmali, Shillong - 793001