

No: IIPHS/2021/Ads/1/54/38

Date: 22<sup>nd</sup> June 2023

**Position:** Data Manager

**No. of Position** – 1 (One)

**Location:** Shillong, Meghalaya

**Duration of position:** One year (renewable based on performance)

### About IIPHS:

The Indian Institute of Public Health Shillong (IIPHS) is a northeast regional institute of public health. It was established in 2015 by the Public Health Foundation of India 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. IIPHS mandates include research interdisciplinary education and advocacy.

### Project Brief:

The Indian Institute of Public Health, Shillong is implementing a project entitled “Changing the Landscape of Soil-Transmitted Helminth Infections in India Using a One Health Approach” in collaboration with Christian Medical College Vellore.

### Roles and Responsibilities:

1. Creating and managing databases to store specialized information, data, and content
2. Manage all incoming data and individual information
3. Review data for inconsistencies or anomalies that could skew analytical results
4. Maintain database and conduct routine maintenance as needed to ensure data integrity
5. Streamline data collection and analysis procedures to ensure fast access
6. Communicate with project manager about data changes or requirements
7. Compile and analyse data at various stages of the study
8. To contribute to the writing and publication of high-quality papers in peer-reviewed literature and the dissemination of research findings
9. Attend and contribute to research project meetings and discussions
10. Any other work-related tasks assigned by the investigators of the project

### Qualification:

Master in Biostatistics, Statistics, or similar background

### Desirable

Prior experience of working with Microsoft Excel, Microsoft Access, SQL, or Statistical software (SPSS/STATA/R). In addition, working knowledge of creating databases or performing statistical analysis would be an added advantage.

Annual Salary (CTC) will be commensurate with available skills and fitment of the incumbent as per the selection process.

### How to apply:

Interested candidates may upload the required data in the Google form link provided on [www.iiphs.ac.in](http://www.iiphs.ac.in)

**Last Date of Receipt of Applications: 07 July 2023**

**\*\*Please note that suitable candidates may be considered for other similar positions**

Your CV should provide the following in a Word/PDF document, preferably in the following order:

1. Full name, address, and contact details (including email and phone)
2. Educational qualifications – Diploma/degree/s, year and institute qualified from
3. Details of publications, presentations in conferences/seminars, and research grants held if none please state NIL.

4. Language skills (spoken, written skills), Software skills
5. Work experience (position/job title, organization, duration) if none please state NIL
6. Reference (two persons whom 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. 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 the recruitment process, he/she will be disqualified and their candidature will be canceled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
3. Mere eligibility will not entitle any candidate for being called for an interview. Only the short-listed candidates will be called for the interview. Shortlisted candidates, called for interview, will bear the expenses of travel and stay.
4. The Institution reserves the right to reject any application without assigning any reason whatsoever.
5. 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.
6. Any corrigendum/changes/updates shall be available only on the Institute's website: [www.iiphs.ac.in](http://www.iiphs.ac.in)
7. The candidate must upload the data in the Google form link provided the original certificates would be required at the time of the interview only.
8. Incomplete applications risk being rejected.
9. Applications received after the prescribed date will not be entertained.
10. Canvassing in any form and or/bringing in any influence political or otherwise is discouraged and may risk disqualification
11. The candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post.
12. Candidates must be of sound physical and mental health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Institute may require.
13. 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/-  
Registrar  
Indian Institute of Public Health Shillong  
Lawmali, Shillong-793001