

No: IIPHS/2021/Ads/1/54/14

12<sup>th</sup> May, 2022

**Position:** Data Manager

**Location:** Shillong, Meghalaya

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

**Project Brief:**

The Indian Institute of Public Health, Shillong is establishing the Zoonotic and Vector-Borne Diseases (ZVBD) in Northeast India: a Trans-Disciplinary Research and Training Centre funded by the Wellcome Trust/DBT and India Alliance

**Deliverables:**

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. 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:**

- Masters in Biostatistics, Statistics, Public Health, Computer Application, Health Management, Health Administration, or similar background.

**Essential:**

- Exposure and ability to handle quantitative, qualitative data and its analysis.

**Desirable:**

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

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

Only shortlisted candidates will be contacted for the interview. Interested and eligible candidates may send detailed CV at [iiph.shillong.ner@gmail.com](mailto:iiph.shillong.ner@gmail.com) Please highlight the Exact Position 'Data Manager' in the subject.

Last Date of Receipt of Applications: May 31st, 2022

Your CV should provide the following in a word 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. 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