Data Management

Background Information: Institut Pasteur du Cambodge (IPC) is a Cambodian non-for-profit research institution established in 1953, IPC is today a scientific research establishment declared of public utility placed under the high patronage of the Ministry of Health of the Kingdom of Cambodia and under the responsibility of the Institute Pasteur on the scientific and technical levels. IPC is a member of the Pasteur Network, which brings together 33 institutes present on five continents. It shares the Pasteurian values and the ethical charter to which the Pasteur Institutes are bound. IPC has more than 250 employees, including about 30 expatriates of 10 nationalities and includes 5 research units. It carries out research activities in health biology, public health and service activities (Medical Biology Laboratory, vaccinations and water and food analyses) and training.

Job Family: Technical Analysis & Operations
Sub-Job Family: Data Management

Overview: The Data Management sub-job family plays a crucial role in advancing the mission of conducting life science and health research on infectious diseases and emerging pathogens. These professionals are instrumental in organizing, curating, and securing the data collected from epidemiological studies, public health surveillance, and clinical research capacities.

They operate within established protocols and standards, prioritizing the confidentiality and reliability of data collected in various settings, including communities and field environments. As they progress within their roles, individuals in this family contribute their expertise in data management tools and platforms, facilitating the seamless storage, accessibility, and analysis of collected data. Their collaborative efforts with project managers and research teams enable the effective integration of data management strategies into our research initiatives, ultimately supporting our overarching goal of improving public health outcomes and addressing emerging infectious disease challenges.

Level	Profile	Purpose
1	**Data Technician**	Job holders at this level support data collection efforts within the organization's epidemiological studies and public health surveillance activities. They organize, verify, and curate data obtained from interviews conducted in communities or field settings. Data Technicians detect inaccuracies, ensuring the integrity and quality of collected data. They collaborate with field teams to address data-related issues and contribute to the maintenance of secure data collection processes in compliance with organizational standards and protocols.
2	**Senior Data Technician**	Jobs at this level oversee and supervise data collection processes conducted by Data Technicians, ensuring the accuracy, consistency, and completeness of collected data. They provide guidance and support to field teams, fostering a culture of excellence in data collection practices. Job at this level facilitate the implementation of secure data management protocols and coordinate with project managers to align data collection strategies with research objectives. They proactively identify areas for process improvement and contribute to the development of standardized data collection procedures.
3	**Data Manager**	Jobs at this level provide management and coordination of data collection and storage activities within the organization. They collaborate with project managers to integrate data management strategies into research initiatives effectively. They possess expertise in data management tools, software, and platforms, ensuring the secure storage and accessibility of collected data. They facilitate data analysis by organizing and structuring datasets for further exploration. They also establish data governance frameworks, ensuring compliance with regulatory standards and organizational policies. They play a pivotal role in driving data-driven decision-making processes and contribute to the advancement of research efforts in infectious diseases and public health surveillance.

Level 1: Data Technician

Job Purpose:
Job holders at this level support data collection efforts within the organization's epidemiological studies and public health surveillance activities. They organize, verify, and curate data obtained from interviews conducted in communities or field settings. Data Technicians detect inaccuracies, ensuring the integrity and quality of collected data. They collaborate with field teams to address data-related issues and contribute to the maintenance of secure data collection processes in compliance with organizational standards and protocols.

Accountabilities:	
Description	**Key Result Areas**
1. Design and develop data collection tools, including surveys and questionnaires, tailored to specific research objectives and target populations.	• Accurate and effective collection of data samples both in the lab and out on the field
2. Conduct pilot testing of data collection instruments to assess clarity, relevance, and comprehensiveness before full-scale implementation.	• Validation of data collection tools through rigorous testing
3. Ensure field interviewers properly administer data collection surveys and protocols, ensuring consistency and standardization across data collection efforts.	• Consistency and standardization across data collection efforts
4. Monitor data collection activities in real-time, identifying and addressing any issues or discrepancies to maintain data quality and integrity.	• Timely identification and resolution of issues and discrepancies during data collection activities
5. Implement data validation checks and error detection mechanisms to minimize data entry errors and ensure data accuracy.	• Minimizing data entry errors and ensuring high levels of accuracy.
6. Document data collection procedures and protocols to establish a standardized approach for future reference and training purposes.	• Clear guidelines and manuals for data collection processes, ensuring consistency and continuity in operations.

Qualifications & Experience:
• Bachelor's degree in a technical discipline
• 0 - 3 years of working experience in Data Management

Technical Competencies:

- Proficiency in designing and developing data collection tools, including surveys and questionnaires, tailored to specific research objectives and target populations.
- Ability to conduct pilot testing of data collection instruments to assess clarity, relevance, and comprehensiveness before full-scale implementation.
- Understanding of data validation checks and error detection mechanisms to minimize data entry errors and ensure data accuracy.
- Familiarity with data management software and tools to organize, curate, and secure collected data from research studies and public health surveillance activities.

Behavioural Competencies:

- Collaboration: Willingness to collaborate with internal stakeholders such as interviewers and other technicians to ensure effective data collection and adherence to protocols.
- Problem-Solving Skills: Capacity to identify and address data-related issues and discrepancies in real-time, implementing solutions to maintain data quality and integrity.
- Attention to Detail: Keen attention to detail to ensure accuracy in data collection processes and to detect inaccuracies and discrepancies promptly.
- Time Management: Ability to manage time efficiently and prioritize tasks effectively to meet data collection deadlines and project milestones.

Representative Jobs:

- Field Data Assistant