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.

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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.

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Level 2: Senior Data Technician

Job Purpose:
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.

Accountabilities:	
Description	**Key Result Areas**
1. Serve as the primary point of contact for resolving complex data-related inquiries and escalated issues	• Timely response and effective problem-solving.
2. Evaluate existing data management systems and recommend improvements to enhance efficiency and accuracy.	• Identification of areas for improvement in existing data management systems
3. Develop and implement data validation procedures to ensure the consistency and reliability of collected data.	• Consistency and reliability of collected data
4. Supervise and mentor junior data technicians, providing guidance and support in data collection methodologies and protocols.	• Fostering professional development and enhanced team performance
5. Coordinate with external vendors and partners to procure data collection equipment and software tools as needed.	• Ensuring timely acquisition and deployment of tools and software
6. Participate in cross-functional meetings and working groups to share best practices and lessons learned in data management and analysis.	• Continuous development of organizational standards and guidelines
7. Maintain detailed and accurate records of data sources and collection methods	• Well maintained and organized records

Qualifications & Experience:
• Bachelor's degree in a technical discipline
• 4 - 6 years of working experience in Data Management

Technical Competencies:

- Advanced proficiency in overseeing and supervising data collection activities, ensuring adherence to data collection protocols and standards.
- Experience in evaluating existing data management systems and recommending improvements to enhance efficiency and accuracy.
- Understanding of data validation procedures to ensure the consistency and reliability of collected data.
- Proficiency in conducting regular data quality assessments and implementing corrective actions to address identified deficiencies or inconsistencies.

Behavioural Competencies:

- Decision-Making: Display sound judgment and decision-making skills in resolving complex data-related inquiries and issues, prioritizing actions to ensure data quality and project success.
- Communication: Effectively communicate with team members, project managers, and external stakeholders, providing clear instructions, updates, and feedback to facilitate collaboration and understanding.
- Adaptability: Adapt to evolving data management processes and technologies, demonstrating flexibility and openness to change in response to organizational needs and challenges.
- Initiative: Take proactive steps to identify areas for improvement in data collection processes and tools, initiating and driving change to enhance efficiency and effectiveness.

Representative Jobs:

- Data Supervisor