

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.

PASTEUR NETWORK

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 3: Data Manager

Job Purpose:

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.

Accountabilities:

Description	Key Result Areas
1. Develop and implement data governance policies and procedures to ensure compliance with regulatory requirements and organizational standards.	<ul style="list-style-type: none"> Data integrity, security, and compliance across all data management activities.
2. Lead the selection and implementation of data management software platforms and tools to support research activities and data analysis.	<ul style="list-style-type: none"> Streamlined data collection, storage, retrieval, and analysis processes.
3. Oversee the design and implementation of data architecture solutions to optimize data storage, retrieval, and sharing.	<ul style="list-style-type: none"> Established frameworks to accommodate the organization's growing data needs and requirements.
4. Collaborate with project managers to define data requirements, establish data collection protocols and coordination of the studies ensuring alignment with research objectives.	<ul style="list-style-type: none"> Ensuring consistency and synergy in data collection processes approach
5. Conduct regular data quality assessments and implement corrective actions to address any identified deficiencies or inconsistencies.	<ul style="list-style-type: none"> Identification and implementation of corrective actions to address data quality issues
6. Serve as a subject matter expert on data privacy and security regulations, providing guidance and training to staff on compliance measures.	<ul style="list-style-type: none"> Promote awareness and adherence to compliance measures
7. Represent the data management team in meetings with stakeholders and external partners to communicate project updates and address concerns or inquiries.	<ul style="list-style-type: none"> Effective communication and collaboration within the team

Qualifications & Experience:

- Bachelor's degree in a related technical discipline
- 7 - 9 years of working experience in Data Management

Technical Competencies:

- Expertise in developing and implementing data governance policies and procedures to ensure compliance with regulatory requirements and organizational standards.
- Advanced proficiency in leading the selection and implementation of data management software platforms and tools to support research activities and data analysis.
- In-depth understanding of data architecture solutions to optimize data storage, retrieval, and sharing processes.
- Strong collaboration skills with project managers to ensure synergy in the conducting of research studies

Behavioural Competencies:

- Strategic Thinking: Ability to think strategically and align data management initiatives with organizational goals and research objectives, identifying opportunities for improvement and innovation.
- Relationship Building: Build strong relationships with project managers, stakeholders, and external partners, fostering collaboration and trust to achieve common data management goals.
- Innovation: Foster a culture of innovation and continuous improvement within the data management team, encouraging experimentation and creative problem-solving.
- Continuous Learning: Demonstrate a commitment to lifelong learning and professional development, staying abreast of emerging trends and best practices in data management and technology.

Representative Jobs:

- Data Manager