DATA MANAGER
(Payclass 10)
Neuro-developmental Research Group
Department of Paediatrics and Child Health
FACULTY OF HEALTH SCIENCES

If you meet the requirements below; we invite you to apply for this **full-time** (37.5 hours per week), **2-year** (Appointment for further years; dependant on available funding) T1 fixed-term contract position as a **Data Manager** in the Department of Paediatrics and Child Health at University of Cape Town. The main purpose of this role is to provide supervisory management of the neuroimaging work, data management, and quality control, across 5 data collection sites, (See study details below) and to ensure that all data sets across all research sites are appropriately migrated and uploaded to the umbrella consortium's database. This post is also responsible for ensuring students and investigators data needs are met and to maintain the database according to the needs of the ongoing project. This appointment will be held in the Department of Paediatrics and Child Health in the Faculty of Health Science at the University of Cape Town, under the leadership of the principal investigator (PI) of the research studies Prof. Kirsty Donald, and will report to the studies Prinicipal Investigator.

Start Date: Immediate or by 1st February 2024 (start date; negotiable).

About the Study: The Pregnancy Risk and Infant Surveillance & Measurement Alliance (PRISMA) is a 5 site study in South Asia and Africa designed to improve understanding of LMIC burden of adverse maternal and infant outcomes and risk factors. The study will collect high-dimensional longitudinal surveillance data of early pregnancy through 1-year postpartum, and include assessments of specific pregnancy and postpartum conditions, including maternal anemia. For ~1000 children across the 5 sites, detailed neurodevelopment data will be collected using the performance-based long-form GSED tool as well as neuroimaging via low-field MRI.

Requirements for the job:
- Undergraduate degree in epidemiology, public health, psychology, statistics, computer science or other relevant discipline
- At least 4 years of clinical data management experience.
- Highly proficient in R, Python and/or SQL (or equivalent data analysis software)
- Research and statistical analysis experience, including experience in data cleaning, manipulation, and transformation
- Experience in managing open source platforms
- Experience in a clinical research setting
- Experience working with longitudinal datasets and conducting relevant statistical analyses
- Excellent written and oral communication skills in English
- Ability to multi-task and work under pressure
- Attention to detail and creative problem-solving skills

The following will be advantageous:
- Postgraduate degree in a relevant discipline
- Experience working in a collaborative research environment with paediatric clinical datasets
- Experience with research publications in relevant and refereed journals
- Experience managing neuroimaging data

Responsibilities:
Data management
- Maintain project databases and ensure procedures are compliant with data privacy and security (e.g. POPIA, HIPPA, GDPR compliance) and that the Data Transfer Agreements (DTA) are executed timeously
- Regular planning and implementation meetings with collaborators, site Project Managers & Data Managers
- Ensure that data from all sites are timeously migrated and uploaded to the umbrella consortiums databases

Statistical analysis support
- Advise students on relevant statistical approaches to research questions
- Liaising with investigators relating to specific data analysis needs
- Completing statistical analyses as requested
- Working collaboratively with researchers
- Reporting and writing of papers in conjunction with researchers

Datasets and reporting
- Compiling datasets as needed for investigators and students
- Compiling operational reports as needed for sites Project Managers & Data Managers
- Compiling operational reports as needed for Principal Investigators

Data quality control
- Clean and prepare data for analysis and upload to databases, ensuring accuracy and completeness of data
- Identification of variables that are not aligned properly across databases
- Ensure that duplicates, reassigned numbers, etc. are monitored
- Identify missing data and follow up with sites to fill in data gaps
- Identify if mistakes are being made by a particular site
- Ensure continuity in data collection and formatting between the different project sites
- Problem-solve any data issues that may arise with data collection

Collaboration and Management support
- Support data management activities across the Neurodevelopmental Research Group by providing ad hoc training sessions, attending cross-project meetings and assisting with drafting of standard operating procedures and protocols.

The annual cost of employment is between R358 627 - R682 513.

To apply, please e-mail the below documents in a **single pdf file** to emma.eastman@uct.ac.za

- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc)
- Cover letter,
- 2 referee reports, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only

shortlisted candidates will be contacted and may be required to undergo an assessment.

Website:	*neuroscience.uct.ac.za*
Reference number:	E24113
Closing date:	31 January 2024

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf. "

UCT reserves the right not to appoint.