

VACANCY	
Job title:	Data Specialist
Type:	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	An urban Health and Demographic Surveillance System (HDSS) site was established in 2017 in Soweto, led by Wits VIDA Research Unit as part of the Child Health and Mortality Prevention Surveillance (CHAMPS) project. The incumbent will provide support to HDSS programme for VIDA, review and refine data collection tools, design, develop and maintain databases, perform logic-based data validation rules for quality assurance on data, timely reporting, and documentation.
Location:	VIDA – Chris Hani Baragwanath Academic Hospital, Johannesburg, Gauteng
Closing date:	13 September 2024
Submit detailed CV to:	vacancies28@witshealth.co.za
Advert reference number:	HDSS
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

1. Technical Data Management and Analytics

- Contribute to refining, structuring and development of HDSS data collection forms.
- Draw up the specifications for harmonised data sets to send out as requests to PO and participating HDSS sites.
- Guide and lead routine data operational reports to inform on smooth field processes and to assist with monitoring of field data collection progress.
- Automate repetitive manual processes through scripting and design models for data cleaning, validation, and reporting.
- Address complex data queries as soon as they are identified from the field.
- Facilitate access to routinely collected data as required by the organisation.
- Document and ensure that the harmonised data and transformation procedures used to make the analytical data sets can be understood and used by demographer and HDSS leadership.
- Create standardised datasets reports (views) ready for use in comparative round data analysis and provide routine and ad hoc HDSS data reports.
- Ensure that HDSS data backup procedures are solid and regular to prevent any potential data loss.
- Develop a strong version control system to keep track of current and historic HDSS collected data to facilitate analysis and publications.
- Liaise with IT to ensure IT processes align with HDSS data requirements.

2. Staff Management and Capacity Development

- Contribute towards the development of team/company knowledge.
- Foster an environment that promotes talent recognition, development as well as agency and individual leadership; promote harmony, teamwork and sharing of information.
- Mentor, coach and facilitate personal and professional staff development wherever possible.

- Manage staff effectively including performance, conduct, efficient working, processes, and corrective action as required.
- 3. Compliance**
- Advise on SOPs and policies relating to studies.
 - Ensure unit compliance with all WHC and relevant external data policies.
 - Provide input into development of quality assurance procedures for the organisation in accordance with ethical and GCP requirement and SOPs.
- 4. Customer Service**
- Communicate with donor representatives around compliance issues as and when required.
 - Ensure all customer interaction (Both internal and external customers) is of the highest professional level, E.g. Respond on emails/queries within two days
 - Build and maintain authentic relationships with all stakeholders ensuring that all interactions are professional.
 - Effectively manage work processes to maintain high levels of productivity.
- 5. Effective self-management**
- Take ownership and accountability for responsibility areas, demonstrate effective self-management, demonstrate team and individual leadership and collaboration to support everyone's combined and individual objectives.
 - Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
 - Take ownership for driving own career development by participating in ongoing training and development activities such as forums, conferences, policy setting workshops etc.
 - Manage internal and external stakeholder expectations and communicate appropriately with initiative and solutions.
 - Support and drive the business' core values; maintain a positive attitude and respond openly to feedback.

Required minimum education and training.

At least a master's level qualification in Computer Science / Statistics / Biostatistics / Epidemiology / Demography and/or any Data Analytics or other highly quantitative and computational discipline. A doctoral qualification will be advantageous.

Required minimum work experience.

2 Years' experience of data management and analysis working in research environment.

Desirable additional education, work experience and personal abilities

Experience in processing large complex longitudinal datasets and experience in relational database management.

Working knowledge of SQL (i.e., ability to write queries that involve joining tables, aggregating functions, updating, and inserting into existing tables).

High level computer programming language experience, such as C#, Java, Python.

Demonstrated knowledge and track-record of statistics, and proficiency using a statistical software package such as STATA or R for import, export, manipulation, and analysis of large datasets.

Team player able to work in a high-performing collaborative environment, and to support scientific investigations across disciplines.

Ability to set priorities and work under pressure on a variety of tasks concurrently.



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WITS VIDA

UNIVERSITY OF THE WITWATERSRAND
VACCINES & INFECTIOUS DISEASES ANALYTICS

A division of Wits Health Consortium (Pty) Ltd

Should you be interested in applying for this vacancy, please send an email to vacancies28@witshealth.co.za. The subject heading of the email must include the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for.
- A detailed CV