Center for Tropical Medicine
Universitas Gadjah Mada

Zero TB city is a project conducted by the Center for Tropical Medicine, Faculty of Medicine, Public Health, and Nursing of Gadjah Mada University (Tropmed) in collaboration with Dinas Kesehatan Yogyakarta, Dinas Kesehatan Kulon Progo, and Burnet Institute, Australia. The project aims to eliminate TB in Yogyakarta and Kulon Progo by applying active case finding, immediate TB treatment, and prevent TB disease among those in high risk of developing the disease. The central team is based in Tropmed UGM, Yogyakarta. The data manager is a member of central team under the leadership of the Project Director of Zero TB city.

Data Manager

Responsibilities
Ensure effective data management of Zero TB activities

Report to
Project Director of Zero TB city

Collaborating with
1. Active case finding project manager
2. Contact tracing project manager
3. Research assistants

Activities
1. Coordinate the setting up of a system that functioning for Zero TB data management. Facilitate in the development and practical use of data collection tools, both paper-based and electronic App-based.
2. Entry, clean, and validating data sets from the various components of the project.
3. Generating data reports including auditing of site level data entry to identify and mitigate errors.
4. Regular visits to the project sites to assist / observe the data collection process and site monitoring.
5. Maintain a wide variety of manual and electronic documents, files and records for the purpose of providing up-to-date information.
6. Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information.
7. Researches a variety of topics for the purpose of providing information and/or addressing the needs of the different project components.
8. Any other tasks requested by the team.

Qualifications
Essential
1. Bachelor degree or certificate of informatics, statistics, medicine, public health
2. Minimum 2 years-experience working in data management subjects

Assets
1. Experience working in health and tuberculosis field
2. Experience in developing data management tools
3. Experience working with tuberculosis research, survey, or population screening

Submit your applications (Application Letter and CV)
Via   : pusatkedokterantropis@ugm.ac.id cc ztbyogyakarta@gmail.com
Subject   : (ZTB) Data Manager_Name

Deadline   : January 22nd, 2020

Telp/Fax   : +62274-547-147