Senior Data Manager at Moi Teaching and Referral Hospital (MTRH)

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Company: JobWebKenya

Location: Kenya

Category: computer-and-mathematical

Job Description

Moi Teaching and Referral Hospital (MTRH) is the second national Teaching and Referral Hospital serving the western part of Kenya and neighbouring countries. It is the first public Hospital to be ISO : certified. The Hospital acts as a teaching institution for Moi University College of Health Sciences. MTRH is a centre for specialized medical care, training and research and participates in National Health Planning. With its vision of being "A World Class Teaching and Referral Hospital".

Key Roles and Responsibilities:

Create and enforce policies for effective data management.

Formulate management techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of data.

Devise and implement efficient and secure procedures for data management and analysis with attention to all technical aspects.

Establish rules and procedures for data sharing with management, investigators, external stakeholders etc.

Support others in the daily use of data systems and ensure adherence to legal and company standards.

Train data managers on data management procedures.

Review reports and data extracted when needed.

Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)

Ensure digital databases and archives are protected from security breaches and data losses.

Troubleshoot data-related problems and authorize maintenance or modifications.

Review training needs and plays an active role in the training and development of department staff.

Provide technical assistance to other biostatisticians as may be required.

Managing the Department's communication.

Qualification & Experience

Master's degree in a quantitative field such as Information Technology, Computer Science,Applied Statistics, Mathematics, or any other related field.

Bachelor's degree in a quantitative field such as Information Technology, Computer Science, Applied Statistics, Mathematics or any other related field.

A minimum period of five years of relevant work with at least three years' experience in a supervisory position.

Proficiency in data analysis, interpretation, and manipulation of data; knowledge of database construction, management and retrieval methods.

Proficiency with data cleaning and analysis software like SAS, and STATA. R or SPSS.

Attended a Senior Management course from a recognized institution.

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