OXFORD RESEARCH SOUTH AFRICA LIMITED
Department of Social Policy and Intervention, 32 Wellington Square, Oxford OX1 2ER

Job Description

Position	Data Officer / Manager
Location	**East London, South Africa** Preferred, initial remote working will be considered
Salary	**18000 to 25000 gross ZAR per month*** job level/title and salary is dependent on qualifications and experience
Hours	**Full time**
Contract Type	**9 months Fixed Term***
Reporting To	**Study Manager**
* The period of the employment relationship is fixed to December 2022, with a strong possibility of an extension	

Overview of the role

Oxford Research South Africa is seeking a **Data Officer** to work with a research group led by Prof Lucie Cluver at the Department of Social Policy and Intervention at the University of Oxford. This role will focus on the management of data collection systems, and ethical and data security compliance for a longitudinal observational study aiming to improve outcomes for adolescent parent families and their children in South Africa. The candidate should preferably be based in East London, South Africa but initial remote work will be considered. The post holder will work closely with the teams in Oxford (UK), University of Cape Town and East London (South Africa).

The Data Officer will be a key member of the research team, with extensive amounts of independent work and responsibility within the project. This is an excellent opportunity to work on and contribute to data collection processes for a large complex cohort study and be part of an international research team with wide policy and programming impact.

The post holder will support with development and conceptualisation of data collection tracking tools and processes. The post holder will be responsible for ensuring the research assistants have all necessary paperwork and electronics for data collection, as well as ensure accurate participant information is being captured and shared with the research team. This will be done in close liaison with the Study Manager, Project Manager and the UCT team.

Our research group is committed to capacity-building and supporting team members to further their careers, and you will be supported to further your career portfolio. The research team is also committed to improving outcomes for high-risk children in Southern Africa, and this is our primary guiding aim. For more details on our past and current projects, please visit www.youngcarers.org.za

Key Responsibilities/Duties
- Working knowledge and understanding of the data management processes during piloting, data collection and data cleaning
- Accountable for the maintenance of the HEYBABY database. Responsible for data cleaning, checks and addressing missing data. Implement the data management plan to ensure consistency across study measurements and high level of quality data.
- Conduct reviews and quality control of participants' interviews for completeness, accuracy, and validity of collected data using REDCap functionalities
- Fulfil ad hoc data requests to inform on-going or planned pilots and grant applications
- Undertake data analyses and disseminate findings of such analyses as requested by Study Managers and Lead Investigators.

- Participate in research activities such as weekly meetings, data collection and recruitment strategic meetings, and other forums.
- Facilitate training/retraining of data collectors when necessary.
- Any other duties commensurate with the grade and responsibilities of the post as determined by the Project Manager.

Minimum Requirements
1. Bachelor's degree in Social Science and/or Public Health or a tertiary qualification in an appropriate field: information systems, computer science, statistics, database management, demography or similar field.
2. At least 2-years' experience with REDCap or similar data collection systems (eg ODK)
3. Extensive experience working with Excel (Formatting, pivot tables, formula generation).
4. Experience in maintaining and developing databases including analysis of the data and production of routine and ad hoc reports.
5. Familiar with STATA statistical program (abilities in reading code, data cleaning).
6. Support with administration of computer systems (ensuring tablets operate on current systems, manage software updates on laptops).
7. Willingness to travel within East London for work as required.
8. Experience in extracting and summarising data to respond to specific requests from the study principal investigators, study researchers, and potential third-parties.
9. Experience in data analysis and regular and timely report writing.
10. Working knowledge of MS Word

Desirable additional education, work experience and personal abilities
1. Experience in mentoring/supervision of junior staff would be an asset.
2. Relevant experience in data management for longitudinal studies will be an advantage.
3. isiXhosa-speaking
4. Experience with remote data collection.

How to apply:

For more information and to apply, please submit your application to orsa@spi.ox.ac.uk, subject line *"Application for ORSA Data Manager 2022"*. **Please include the following documents in one PDF:**

- Your CV (3 pages maximum) *including contact details from your current line manager and two additional professional references*
- A Supporting statement which must clearly demonstrate how you meet each of the essential selection criteria for the post using examples of your skills and experience which may include evidence of experience gained in employment, education, or during career breaks (such as time out to care for dependents). *Your application will be judged solely based on how you demonstrate that you meet the selection criteria stated above.*

Recruitment timeline:

- **Submit your application by 20th February 2022 to be considered.**
  - *Please state in your covering email where you found out about this posting*
- Skills assessment will be sent to shortlisted candidates on **Tuesday, March 1st, 2022**
- Candidates will be asked to complete and return the assessment by **Tuesday, March 8th, 2022**
- Online interviews will be held on **Friday, March 18th, 2022**