



Kilimanjaro Christian Medical Centre
An Institution of the Good Samaritan Foundation

**All correspondence should be
Addressed to the Executive Director**

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VACANCY ANNOUNCEMENT

TITTLE: Research Data Manager(1)
DEPARTMENT: Ophthalmology Department
LOCATION: KCMC Hospital, Moshi
JOB TYPE: Full Time
DURATION: Employment Contract will be 5 years.

Project: Preventing Childhood Blindness through Integration of Eye Health into Child Health Policies and Systems

We are seeking a highly skilled, experienced and motivated Research Data Manager to support our NIHR-funded project focused on preventing childhood blindness through innovative health system interventions. The successful candidate will play a pivotal role in managing, coordinating, and ensuring the integrity of research data across five studies or work packages.

General Information

Kilimanjaro Christian Medical Centre is located in the foothills of the snow-capped, Mount Kilimanjaro, Tanzania. It was opened in March 1971 by the Good Samaritan Foundation, who planned and raised large funds to build and equip it. KCMC is a referral hospital for over 15 million people in Northern Tanzania.

With the support of funds from LSHTM, KCMC will implement five years programme under Ophthalmology Department to enhance quality service provision of paediatric eye care services in the Tanzania through Integration of Eye Health into Child Health Policies and Systems. KCMC in Collaboration with LSHTM would like to recruit two positions; Health systems/epidemiology senior lecturer and Research Data Manager.

Our overall goal is to prevent blindness in children under 5 years. Our research partnership between KCMC and LSHTM will refine and evaluate an integrated child eye health systems model, as a sustainable and scalable approach to reduce avoidable blindness in young children by increasing access to primary eye care in Tanzania. We will be running 5 studies:

Study 1 To assess health system readiness at the primary level to deliver child eye health

Study 2 To estimate the effectiveness of the model in a Cluster randomized controlled trial

Study 3 A process evaluation to investigate implementation, mechanisms of impact, contextual factors which influence the outcomes of the model

Study 4 To estimate the incremental cost and cost effectiveness of the model

Study 5 To understand policy factors enabling and hindering the sustainable scale-up of the model

Research Data Manager's Structure of Authority

The data manager will report to the KCMC Programme Lead- NIHR

Main responsibilities

Overview

1. Develop and implement comprehensive data management strategies for all five studies
2. Design and maintain robust data collection, storage, and management systems
3. Ensure data quality, consistency, and compliance with NIHR and institutional research standards
4. Develop and maintain detailed data documentation
5. Manage data security, confidentiality, and ethical considerations
6. Prepare datasets and code books and ensure secure data storage which complies with best practice

Specific roles

1. Create and maintain electronic databases and ensure data are handled appropriately and safely, adhering to guidelines for good practices at all times
2. Receiving and responding to data queries from colleagues and collaborators
3. Perform regular, systematic checks to validate and verify information on the databases in order to produce a clean, accurate and complete set for analysis.
4. Transcribe and export data where needed and in line with the study protocols
5. Regularly assess data collection standards to ensure specific research protocols are being followed
6. Make regular judgements as to whether data are accurate and complete, and take appropriate action when incomplete data are identified
7. Draft relevant standard operating procedures (SOPs) and guidance documents to direct team practice
8. Liaise with study leads for specific study protocols and procedures, creating databases for identification, tracking, recording and reporting of clinical trial data
9. Assist research team to ensure protocols are followed.

Specific support for each study

1. Study 1 Health System Readiness
 - Coordinate data collection tools for assessing primary level eye health service readiness
 - Integrate data collection tools into electronic data collection systems
 - Input and support data collection and prepare datasets for analysis

2. Study 2 Cluster Randomized Trial
 - Integrate field data into electronic data capture systems
 - Manage trial data integrity and cleaning processes
 - Prepare datasets for analysis
3. Study 3 Process Evaluation
 - Support data collection frameworks and qualitative and quantitative data collection instruments
4. Study 4 Cost and Cost-Effectiveness Analysis
 - Develop standardized cost capture mechanisms
 - Support economic data collection and management
 - Prepare economic analysis datasets for analysis
5. Study 5 Policy Analysis
 - Secure storage of interview transcripts and other data if collected.
6. Data storage
 - At the end of each study, prepare datasets and code books for long-term archiving so that the data can be made available to other researchers on request. This includes transcripts of interviews from Study 5 (policy analysis).

Reporting and Collaboration

1. Prepare weekly and monthly data management reports as appropriate for project leadership
2. Collaborate with interdisciplinary research team members
3. Support grant reporting requirements
4. Contribute to manuscript and research output preparation
5. Participate in project meetings and research dissemination activities

Requirements

Essential

1. Higher education in quantitative based health, epidemiology, biostatistics, or related field
2. Minimum 2 years of experience in research data management
3. Experience with electronic data capture systems
4. Strong understanding of research data management principles and best practices
5. Excellent attention to detail and organizational skills
6. Proficiency in
 - REDCap or other databases
 - Microsoft Office Suite
 - Data visualization tools
 - Adhering to data privacy regulations

Preferred

- Advanced training in health research methodology
- Previous knowledge or experience in global health or child health research
- Experience with mixed-methods research designs
- Familiarity with NIHR research protocols

Personal attributes

- Excellent communication skills
- Ability to work in a multicultural, interdisciplinary environment
- Strong problem-solving capabilities

- Commitment to research integrity and ethical conduct

Additional information

Position Type: Part-time, Fixed-term contract aligned with project duration

Location: KCMC

Start Date: As soon as possible

Salary Range: Commensurate with experience, in line with institutional research scales

Application process

Interested candidates should submit:

- Comprehensive CV
- Cover letter detailing how you meet the job requirements with relevant experience
- Names and email address for two professional references

A transparent process will be used to select the best applicant for the post.

Mode of Application:

1. Applications should be addressed to The Executive Director accompanied with certified of relevant certificates, Curriculum vitae, names and Telephone numbers of referees. The application can be dropped physical at KCMC or via mail kcmcadmin@kcmc.ac.tz
2. Closing date for receiving application is **Tuesday 14 January 2025**.