JOB DESCRIPTION

Job title:	Data Management Officer	Location:	Phnom Penh
Department:	Technical/MIS	Report to:	Data Manager

Job purpose

The role of the Data Management officer is to support and strengthen the Malaria Information System (MIS) in malaria surveillance, monitoring and evaluation systems. In particular, this role will provide to make sure all data reporting from village malaria worker and health facility to MIS on time and accuracy.

Scope of work

1. Participate in development and upgrade of the MIS follow Data Manager's requirement
2. Regularly check the data completeness report and data validation in MIS
3. Support and guide provincial health department, operational district and CNM staff to use the MIS properly
4. Support and guide health facility staff and village malaria workers on how to use malaria surveillance mobile application and troubleshoot the mobile application or their mobile device errors
5. Design training sessions and development training material for provincial health department, operational district, health facility and village malaria worker in terms of using MIS and malaria surveillance mobile application
6. Manage and monitor the inventory for devices (smartphones and tablets) that CNM provided to Health facility staff and village malaria workers.
7. Regular field visit to health facility and village in malaria endemic area for data validation in MIS
8. Assist Data Manager and MIS team

Qualifications and experience:

Essential:

- Bachelor's in programming, computer science or similar
- Experience in programming at least 1 Years
- Good knowledge in relational database design of Microsoft SQL Server, Microsoft Access and MySQL
- Good knowledge of server side language: PHP, C# or ASP.net
- Good knowledge at client side technologies like HTML, CSS, CSS Bootstrap, JavaScript and JavaScript Libraries
- Fluency in Khmer and English

Desirable:

- Experience of working in a capacity development / training role
- Experience or interest in malaria or public health / using technology to improve social conditions
- Maintain required levels of confidentiality

Work-based skills:

- Enthusiasm to work in a government department
- Able to work as part of a team as well as independently
- Commitment to working with CNM