INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

Job Title: Data Manager
Department: Research, Monitoring and Evaluation
Location: (Permanent US-based or remote position. Initially, candidate must be willing to spend an extended period (3-6 months?) working in Monrovia, with some travel to field offices. After that, work can be done remotely with occasional travel to Liberia.)
Reporting Line: Lead Software Architect

About Last Mile Health

Last Mile Health (LMH) saves lives in the world's most remote communities by partnering with governments to bring critical primary care services to the doorsteps of people living in the last mile. Last Mile Health is a registered 501(c)3 non-profit organization with offices in Liberia, Boston and New York. For more information, visit www.lastmilehealth.org. We are an equal opportunity employer and value diversity at LMH. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Position Overview

For the first year or so, the Data Manager's primary function will be to ensure the integrity and accessibility of the data being collected and stored for analysis by the M&E team in Liberia in support of the LMH managed areas of the NCHAP. In the long term, the position should expand to accommodate the data management needs for new countries LMH operates in.

What You'll Do

Data curation:
- Research, recommend, and lead the implementation of data quality assurance changes in all aspects of the data collection, storage, and reporting systems.
- Develop dynamic data quality reports
- Lead data cleanup efforts.
- Develop a long-term strategy for archiving historical data (programs, survey, restock), including developing or adopting metadata standards for easy lookup and retrieval.

Data systems:

- Administer web-based data collection and reporting portal.
- Develop and administer production instances of MySQL and Dhis2.

- Support and train LMH staff in M&E and other departments in the use of all tools and systems in the data systems collection, storage, and portal.

What You'll Bring

Education and Experience

- BS computer science, mathematics, or some other scientific discipline.
- 2 or more years work experience in a similar role;
- Experience managing various activities with tight deadlines;
- Successful and proven negotiation, communication and organization skills;
- Generosity of spirit, sensitivity/diplomacy, and willingness to make sacrifices in service of the mission;
- Commitment to health and social justice;
- Comfort working with a high-performing team;
- Desired: high level of initiative to innovate and lead in remote and resource-limited settings;
- Desired: experience working closely with employees recruited in a post-conflict or resource-poor setting;
- Attention to detail and the ability to follow through on tasks are the two most important skills any successful candidate must possess to perform in this job;
- Relational database and SQL skills are a must, at least intermediate-level skills preferred;
- Understanding of data quality best practices;
- Strong Microsoft Office Suite skills, especially Excel;
- Strong math and quantitative skills in general;
- Able to work independently;
- Excellent writing and communication skills, including across cultures and backgrounds;
- Experience with Dhis2 appreciated

Apply: Please submit a resume, letter of interest and three professional references to hrliberia@lastmilehealth.org   **Deadline for receipt of applications is Thursday, January 17, 2019 at 5:00PM. NOTE: NO APPLICATIONS WILL BE CONSIDERED AFTER THE DEADLINE AND ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**