Position: Assistant Data Manager
Organization: The INCLEN Trust International
Location: SOMAARTH DDESS, Palwal, Haryana.

About Us: INCLEN is an international health research organisation dedicated to improving the health of populations by promoting equitable health care based on the best evidence of effectiveness and the efficient use of resources. INCLEN undertakes collaborative, inter-disciplinary research on high proirity health problems.
Since 2009, INCLEN has setup and been managing a demographic development & environmental surveillance site (DDESS) encompassing 51 villages in District Palwal, Haryana (SOMAARTH- Palwal). It has an established office with research, administrative and support staff at Village Aurangabad-Mitrol in Palwal.

INCLEN is seeking applications for the position of 'Assistant Data Manager' for coordinating research and surveillance activities. The appointments will be made as annual rolling contracts.

Job Description/Responsibilities:
The incumbent is expected to perform the following tasks:
1. Monitor study database on a regular basis for data completeness, timeliness and quality based on pre-defined indicators
2. Responsible for giving regular feedback regarding data uploading/sync, completion, issues and bugs in software to investigator and other stakeholders
3. Responsible for reporting and monitoring of study implementation indicators
4. Creation of users and allocation, location assignment and management of web module of software
5. Coordination with data collection and QC team for trouble shooting
6. Coordination for all software and data related issues with IT team at coordinating site
7. Ready to travel extensively in the field area
8. Support the study team and statistics unit for data cleaning, analysis and report preparation
9. Perform other organizational activities as assigned from time to time
10. Should reside at study site

Qualifications/Technical qualification:
1. Preferably bachelors/Masters in Biostatistics/Public health/Demography/ Population Science or Graduation in any kind of computer applications/science with 1-2 years of prior experience in data management
2. Knowledge/prior experience of statistical analysis software such as STATA/SPSS or R
3. Expert in Advance Excel with experience of making Pivot Tables, Macros, V-look up, Dash board

Remuneration: The incumbent will be compensated in terms of salary and designation comparable to industry standards.

Application procedure: Please email your CV mandatorily in the format attached herewith by **30ᵗʰ September 2021** at **career@inclentrust.org** with subject "**Assistant Data Manager-Palwal**". Application should be accompanied with Cover letter. Candidates who do not fulfill the essential requirements need not apply.

Please note that CVs in any other format shall not be considered.

For further details about INCLEN, please visit: **www.inclentrust.org** or call at **+91-11-47730000**.

THE INCLEN TRUST INTERNATIONAL
FORMAT FOR CURRICULUM VITAE- Assistant Data Manager

Post applied for:

Date:

1) **Name**
2) **Father's Name**
3) **Gender**
4) **DOB**
5) **Marital Status**
6) **Contact/Mobile No.**
7) **Email ID**
8) **Skype ID**

9) **Academic/Technical/Professional Qualification (Latest first)**

   Name of University/College   Degree   Year of completion   Division/ Percentage (%)

10) **Employment history (starting from the most recent one)**

Institution

Position/Location

Tenure (Date)

Key Job responsibilities (list not more than 5)

11) **Publications (Numbers only)**

   - Books:
   - Articles in book/Updates:
   - Research Papers, Reports:
   - General articles:
   - Patents:
   - Others (Please specify):

12) **List of 5 key publications with a brief description (In case of no publications describe key projects/poster presentations/conference presentations/thesis that you have been part of)**

13) **Relevant training course apart from professional qualification**

14) **Mother tongue ………………………………………….**

15) **Language proficiency**

Language	Read	Write	Conversation
English			
Hindi			
Khasi			

Any other (add rows as required)

16) **Technical skills**

Software	Beginner	Intermediate	Advanced
Excel			
SPSS			
STATA			
R			
Arc GIS/Q GIS			
Use of Literature search engines			

Any other (add rows as required)

17) **Current CTC (Annual)**

18) **Expected CTC (if negotiable)**

19) **Notice Period (if negotiable)**

20) **Reason for change (Brief description)**

21) **Current Location**

22) **Ready to relocate to**

   a. **Palwal (Yes/No)**

23) **Hail From (Location)**

24) **Any other relevant details**