**Data Management Officer**

**Responsibilities**

* Entering, updating and analyzing routine data for research projects ensuring completeness and quality.
* Establishing and ensuring smooth and regular data retrieval mechanisms.
* Run basic, descriptive data analyses
* Generate/update tables and charts of the indicators of interest for routine monitoring purposes
* Support others in the daily use of data systems.
* Support in establishing procedures for identifying problems and inconsistencies in overall data management.

**Qualifications**

* Bachelor’s degree in Health Sciences, Social Sciences, Health Informatics, or related fields
* Minimum 1 year management and analyses of program/research data.
* Experience managing (cleaning, entering, aggregating and generating reports from) data using database platforms
* Strong interpersonal communication and documentation skill.
* Proficiency in using MS Excel. Knowledge / experience of using statistical tools and software packages e.g. SPSS, STATA etc preferred.
* Strong command on English and Nepali language on written and speaking
* Exhibits attention to details and accuracy.
* Ability to work with minimum supervision and independently as well as part of the team
* Must exhibit the ability to handle multiple tasks and priorities simultaneously to meet multiple deadlines.