

Terms of Reference (ToR)

Position Information:

Office/Project	TB Projects
Designation	Data Manager
Reporting Supervisor	State Coordinator
Duty Station	Rajasthan and Bihar
Type	In Person- Consultant Full-time
Total Position Openings	02 (one for each state)
Project Period	01-May-2024 to 31-Mar-2027
Travel	Occasional

Doctors For You is seeking applications for a Data Manager in its TB Projects. We are looking for a skilled Data Manager with advanced proficiency in MS Office applications, especially in data analysis and management. The ideal candidate should excel in independent, high-pressure environments, capable of managing multiple tasks simultaneously while maintaining exceptional attention to detail and delivering high-quality results. Occasional travel may be required to meet project demands and deadlines effectively. The position is based in the administrative office of the respective region.

Qualifications, skills and Competencies

- A university degree in Statistics, data science, public Administration, Social Policy, Social Development, Medical Social Work, Community Development, or other relevant disciplines.
- At least 1 year of experience of working for TB program.

Roles and Responsibilities

- Develop and maintain databases by acquiring TB-related data from primary and secondary sources, ensuring compatibility with the Nikshay portal.
- Design and implement data storage solutions that facilitate efficient retrieval and analysis of TB-related data.
- Perform statistical analysis on TB data to identify trends, patterns, and insights that can inform TB elimination strategies and decision-making.
- Generate regular and ad-hoc reports, dashboards, and visualizations to provide a clear view of TB program performance to stakeholders, with specific focus on data from the Nikshay portal.
- Conduct regular audits of TB data entered in the Nikshay portal to ensure accuracy, completeness, and reliability.
- Develop and enforce data quality metrics and standards specifically tailored to TB data to improve overall data integrity.
- Provide training and support to team members and stakeholders on best practices for managing TB data and using the Nikshay portal effectively.
- Develop training materials and documentation to support ongoing data literacy initiatives within the organization, with a focus on TB data management.
- Coordinate with external partners and stakeholders to gather additional TB data and insights that can enhance project outcomes.

- Provide technical assistance in the development and implementation of TB data collection tools and systems that integrate with the Nikshay portal.
- Assist in troubleshooting and resolving any data-related issues that arise during the implementation of TB projects.
- Ensure that all TB data handling and processing activities comply with relevant data protection and confidentiality guidelines, especially concerning data in the Nikshay portal.
- Implement measures to safeguard sensitive TB data and prevent unauthorized access.
- Maintain comprehensive documentation of TB data management processes, methodologies, and analysis results, ensuring they align with the requirements of the Nikshay portal.
- Prepare detailed reports and presentations for various stakeholders, including senior management and funding agencies, with specific insights derived from the Nikshay portal data.
- Software knowledge of Mandatory (SPSS & Advance Excel) and Preferred (Stata/R).

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on Project requirements.

Reporting:

The Data Manager will be reporting to the state coordinator.

Remuneration: The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance.

The above-mentioned position requires outstanding communication, analytical skills, documentations skills, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.

How to apply: Prospective candidates should submit their applications on this link: <https://forms.gle/6Eaesqd5t8N7EF7U8> (paste this URL on Google and fill this)

- Please ensure that your application is complete with the above-mentioned documents. The candidates not submitting their applications with the required documents will not be considered.
- The appointment will be subject to certification that the candidate is medically fit to take on the role.
- Any attempt for persuasion will be considered as a disqualification.
- Only short-listed candidates will be invited for assessment.
- DFY is a tobacco and alcohol-free organization.
- Women candidates are especially encouraged to apply.

Only shortlisted candidates will be contacted.

Safeguarding Commitment: At DFY, we are committed to Safeguarding and Protection of the communities, staff, and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with DFY are recruited. This post is subjected to a range of vetting checks, including a criminal records disclosure. Background and Reference checks will be conducted, and ethics are part of the regular performance appraisals.

About Doctors For You

Doctors For You (DFY) is a registered society, registered under the Societies Registration Act 1860 Section 21 having registration no. F-56886(Mum). DFY is a humanitarian organization from India with international presence and is working in various disaster hit zones for the last 16 years. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situations, emergency medical aid to people affected by natural disaster, conflicts and epidemics. We are also committed to reducing disaster risk to human society by delivering training and capacity development in emergency preparedness and response. The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of race, class, caste, religion and gender.

Doctors for You was founded in India in 2007, by doctors, medical students and like-minded people with a vision of “Health for all.” Currently, DFY is working on various projects in different states of India involving health professionals, Disaster Management Practitioners, Social Workers and Administrative Staff.

The organization received several awards viz. The SAARC Award (2010), The British Medical Journal Group Award (2009), Golden Ruby Award (2015) and recognition from state governments for its outstanding contribution to the humanitarian field.

Since 2012, our focus has been on Tuberculosis starting with our DOTS providers at primary health centres, and over time, we've evolved to become the leading organization overseeing TB programs across 84 districts in India. Our endeavours have spanned various initiatives including diagnosis, treatment adherence training, capacity building, nutrition programs, and active case finding. With the latest Global Fund Grant, we're set to implement programs targeting drug-resistant tuberculosis, EPTB, and active case finding.