



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST Gaborone, Botswana		2. AGENCY Centers for Disease Control (CDC)		3a. POSITION NO. CDC/M -050
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Redescription of duties: This position replaces Position No. _____ (Title), _____ (Series) _____ (Grade) <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) revised PD to change supervisor and provide additional details on responsibilities				
5. CLASSIFICATION ACTION		Position Title and Series Code		Date (mm-dd-yyyy)
a. Post Classification Authority		Junior Data Manager		7
b. Other		FSN-1825		
c. Proposed by Initiating Office		Clinical Trials Junior Data Manager		
6. POST TITLE OF POSITION (If different from official title) JUNIOR DATA MANAGER			7. NAME OF EMPLOYEE KEITSILE, Dintlenyane	
8. OFFICE/SECTION Centers for Disease Control			a. First Subdivision	
b. Second Subdivision HIV/AIDS Prevention Research Project - Gaborone			c. Third Subdivision	
9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.			10. This is a complete and accurate description of the duties and responsibilities of this position.	
----- Typed Name and Signature of Employee Date (mm-dd-yyyy)			----- Typed Name and Signature of Supervisor Date (mm-dd-yyyy)	
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.			12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.	
----- Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)			----- Typed Name and Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)	
13. BASIC FUNCTION OF POSITION The Clinical Trials Junior Data Manager manages data collected as part of clinical trials and other research including entering data into applicable databases, ensuring quality and security of data, identifying and resolving data queries with site staff, and producing required reports to senior data manager.				

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

**Major Duties and Responsibilities 100% of Time.
See Attached.**

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A university degree in a relevant field such as information systems, information technology, computer science, etc., is required.

b. Prior Work Experience:

At least two years data management experience is required.

c. Post Entry Training:

Post employment training in Microsoft Excel and Access, EpiInfo6, EpiInfo2000, and Clindex is required. Clindex is a unique software that is not commonly used in Botswana, At least 3 months training in use of this program is required for this position.

EPIInfo6 and EpiInfo2000 are specialized software used primarily in the public health arena.

Post employment: incumbent may need to be complete SQL classes which is required to run reports in Clindex.

Incumbent must complete Good Clinical Practice (GCP) training on an annual basis.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization(sp/read):

Fluency in English (Level 4) required.

d. Job Knowledges:

Knowledge of computer data input equipment and data management processes and procedures.

e. Skills and Abilities:

The incumbent must have advanced computer skills to work with large databases and enter large amounts of data. The incumbent will use several software programs including Clindex, Microsoft Excel and EpiInfo2000. Applicants should demonstrate aptitude to learn new software quickly. Good oral and written communication skills.

16. POSITION ELEMENTS :

a. Supervision Received:

Direct supervision from the HPR Senior Data Manager. Secondary supervision from the Lead Scientific Data Analyst and the BOTUSA Associate Director for HIV Prevention Research.

b. Supervision Excercised:

None

c. Available Guidelines:

Clinical trials and other research protocols (including protocol-specific standard operating procedures). U.S. FDA Good Clinical Practice (GCP) guidelines and U.S. Embassy administrative guidelines.

d. Exercise of Judgement:

The Junior Data Manager is required to make moderately complex judgments involving the management of clinical trial data to ensure completeness, validity, audit readiness, and FDA compliance of trial databases.

e. Authority to Make Commitments:

None.

f. Nature, Level, and Purpose of Contacts:

The Junior Data Manager communicates verbally and by email with study nurses, medical officers, laboratory technicians, other data managers and other staff in Gaborone and Francistown regarding data management issues arising from HIV research. The Junior Data Manager advises study staff regarding completion of case report forms, form completion short comings, and visit synchronization for returning study participants. The incumbent provides daily work guidance to Data Entry Clerks.

g. Time Expected to Reach Full Performance Level:

Three months.