

Job title: Data Manager

Location: Rewari

Contract type: Full time (100% FTE)

Programme: Stressors of anxiety and depression in young people (STEER)

Tenure: 3 years (Performance will be reviewed at the end of each year and the appointment for the subsequent year will be renewed based on satisfactory performance. The position is co-terminus with the project.)

Number of positions: 1

Applications due by 31st October, 2025.

About Sangath:

Sangath is a leading non-profit organization dedicated to transforming healthcare by focusing on mental health and public health initiatives. Our mission is to empower communities through world class research, innovative healthcare solutions, and compassion-driven services. We are proud to have recently been recognized with the prestigious "Great Place to Work" award, a testament to our commitment to fostering an inclusive and supportive work culture.

About the position:

We are looking for an enthusiastic, innovative and self-motivated individual, with excellent communication and organisational skills to join an exciting new 3 year Being Initiative-funded programme (STEER). Programme partners include Indian Institute of Technology Bombay (IITB) (India), Sapien Labs Centre for the Human Brain and Mind, Krea University (India), University of Keele (UK), and Caring From Distance (CFD) (Vietnam). The programme aims to advance understanding about how impaired cognitive and social development during preschool years serves as a mechanism by which stressors, including childhood trauma, violence, conflict, and media, contribute to anxiety and depression in youth. We will investigate these mechanisms in Rewari, Haryana, where we have established the SPRING birth cohort.

The Data Manager reports to the Programme Coordinator.

Overview of role:

The broad objective of this role will be to manage the day-to-day data-related activities of the programme. The role will liaise with the programme coordinator and the entire site team including site coordinator, research associates and field assessors to ensure timely and secure management of data.

Key responsibilities:

1. Tool digitisation responsibilities
 - Digitisation of data collection tools on REDCap software
 - Prompt iterative refinement of digital tools based on feedback from pilot phase of the study
 - Ensure that all data collection tools (e.g., tablets, phones) are properly maintained, troubleshoot technical issues, and confirm they are ready for field use.

Registered Office Address

Headquarters: House no. 451 (168), Bhatkar Waddo, Socorro, Porvorim, Bardez, Goa – 403501

2. Data management responsibilities

- Creation of a self-explanatory and updated data dictionary for the study
- Support Program Coordinator to merge prior existing datasets with those being collected on STEER
- Manage extensive manipulation of large volumes of data from multiple external data sources
- Design and maintain dashboards to track key process indicators. (e.g., recruitment, retention).
- Manage daily data collection processes, ensuring timely submission, data integrity, and secure backups with the support of the study Site Coordinator.
- Ensure regular data quality, addressing any inconsistencies or issues.
- Ensure data confidentiality

3. Reporting

- Perform data analysis as required, creating visual representations of key metrics and trends.
- Prepare/draft write-ups as may be required for inclusion in/ to support proposals, posters, presentations/seminars and publications.

4. Other responsibilities

- Communicate with team members to ensure optimal strategy and maximum efficiency of programme activities
- Participate in training, conferences and special interest groups at Sangath and externally

The above list of responsibilities is not exhaustive, and the post-holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

Essential criteria:

1. BA/MA in statistics, computer sciences and allied fields
2. 2-3 years of experience in clinical data management or a similar role in mental health/health research related fields.
3. Experience with MS Office, HTML and other data programs
4. Demonstrated excellent communication/interpersonal skills
5. Excellent presentation skills, excellent quality of written work in English and Hindi.
6. Ability to work with limited supervision to meet deadlines.

Desirable criteria:

1. Proficiency in data analysis software (STATA, 'R', and other statistical packages).
2. Experience in conducting statistical analyses.
3. Familiarity with data management platforms, especially RedCap.

Compensation:

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Competitive salary package commensurate with educational qualifications, work experience and as per applicable Sangath policy. The initial appointment will be made for six months' probation from the date of joining, with renewal up to one year based on a performance review.

How to Apply:

Interested candidates can apply by scanning the QR code provided. If the QR code is not accessible, candidates may email their CV directly to bittoo.kumar@sangath.in with subject line: "Application for Data Manager, STEER".



Candidates must submit:

1. Cover letter explaining how candidate meets each of the essential criteria/applicable desirable criteria
2. Detailed CV including
3. Contact details of two professional references

Please note that only complete applications will be considered.

Equal Opportunity

Sangath is an equal-opportunity employer committed to building a diverse and inclusive team. We value all employees, regardless of gender, caste, religion, disability, or sexual orientation, and encourage applicants from all backgrounds to apply