

**VACANCY ANNOUNCEMENT**

**PHARMACOVIGILANCE (PV) DATA OFFICER**

**INTRODUCTION**

The PEPFAR Malawi programme, under CDC Malawi has secured funding through Kamuzu University of Health Science (KUHeS). to support the Ministry of Health (MOH) in the areas of : (1) quantifying the HRH needs for Malawi using the Workload Indicators of Staffing Need (WISN) methodology or other methodologies; (2) developing a long-term strategic vision for HRH forecasting, deployment, and development; (3) increasing the number of graduates with competencies to provide advanced integrated HIV care and treatment services to mitigate the chronic shortage of highly skilled health workers; (4) utilize the unique role of KUHes to domesticate laboratory external quality assurance (EQA) systems by taking on components that are currently sourced outside the country and; (5) support the newly established national pharmacovigilance center at KUHeS Pharmacy Department in collaboration with the Malawi Pharmacy Medicines and Poisons Board.

The programme therefore intends to employee a Data Officer under the following terms:

**Duration of Contract**: 2 years, with possibility of renewal subject to performance

**Post** : Blantyre

**Expected Start Date**: 1st January, 2022

**Key Duties and responsibilities**

* Developing a database for collection, storing and retrieval of clinical and post-marketing adverse event reports, with a focus on antiretroviral therapy and related medications;
* Developing standard operation procedures for collection, storing and retrieval of data on clinical and post-marketing adverse events;
* Data entry of individual case reports including narrative writing and coding into the PV database;
* Creating and maintaining case files as per standard operating procedures;
* Establishing procedures for data retrieval from the pharmacovigilance database, create query criteria, retrieving data from the database and providing the results to the pharmacist in charge and to collaboration partners;
* Developing, testing and validation of report formats and data query and analysis tools;
* Performing quality control checks on data retrieved, identifying errors/inconsistencies in outputs and resolve them or initiate their resolution;
* Generation of reports, tabulations, graphs and retrievals in preparation for internal and external reporting;
* Supporting the PV coordinator in ensuring Adverse Event reports are processed in an accurate and timely fashion in accordance with regulatory requirements;
* Leading, coordination or supporting data management initiatives as and when needed;
* Any other duties as assigned by the PV Coordinator.

**Educational Requirements, Skills and Competencies:**

* Diploma in Information, Communication and Technology (ICT), Information Systems or Computer Science;
* 2 years demonstrated experience in managing complex databases;
* Safeguarding the performance, integrity and security of the databases;
* Knowledge of and proficiency of programming in a database like SQL or MySQL is required;
* Design, develop and maintenance of data capture system;
* Develop, implement and maintain procedures for regular backups for the databases;
* Develop and maintain documentation and standard operating procedures (SOP) for the study;
* Develop and maintain queries for data extraction, audit trails and reports
* Some knowledge of statistics;
* Programming Skills;
* Medical terminology knowledge;
* Preferred - experience in clinical or safety data management or closely related areas of responsibility.

**How to Apply**

Suitably qualified candidates should forward their application letters, CV’s with 3 contactable referees and copies of Certificates to:

The Registrar

Kamuzu University of Health Sciences

### Private Bag 360

### Chichiri

### Blantyre 3

### or via e-mail to: [hr@medcol.mw](mailto:hr@medcol.mw) copy to rsc-hr@medcol.mw

### Applications sent by email must be submitted as a single PDF

### Applications should be submitted not later than **15th December 2021**. Only short-listed applicants will be contacted.