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| Job Title: | Data Manager | Employment Status | Regular Employment |
| Reports to: | Executive Director, President | Job Code: | TBA |
| Department/Group: | Clark Operations Center | Work Location: | Ortigas/ Clark Field, Pampanga |

Job Description

Within delegated authority, Data Manager, will be responsible for the following duties:

- Provides advisory services on data management practices including: needs and business process analysis; organization and maintenance of PDRF information assets; and policies and procedures, with an emphasis on technological applications.
- Participates in data management improvement projects, contributing to feasibility studies, systems analysis, design, development and implementation and in the evaluation and testing of new systems; provides user support.
- Develops detailed system and other functional specifications and user documentation for new systems.
- Develops training materials and user manuals; trains staff in use of data management systems.
- Acts as the lead data manager for the Humanitarian Data Exchange platform , including managing and distributing standard reference data, (including taxonomies, code lists, and geodata), negotiating with information providers to establish and maintain data feeds (manual or automated); approving the release of sensitive data; monitoring the flow of data through the systems; ensuring data freshness (e.g. reacting when expected data does not arrive); coordinating the response to exceptional conditions, such as errors in incoming datasets; and oversees top-level configuration management of outward-facing system components (defining users, organizations, categories, etc.).
- Conducts outreach to internal and external data entities to develop partnerships and data sharing relationships. Research innovative methods and techniques for analyzing and visualizing data in support of reporting.
- Performs and supervises reference functions by advising internal and external users about data holdings and accessibility; maintaining communications with other information management networks and specialists.
- Evaluates adequacy of existing data tools. Implements new technologies in information management to ensure that tools developed for efficient access to information are accessible to staff throughout the Organization.
- Assists in programme administration, including provision of assistance to or supervision of contractual employees and General Service staff, formulation of consultant and institutional contracts and subsequent implementation, development of the programme budget, etc.
- Performs other related duties, as required.

Role and Responsibilities

- Design, develop, and modify data management infrastructure to expedite data analysis and reporting.
- Implement policies and guidelines for data management.
- Review presentations, manuscript, tables and graphs for accuracy and quality.
- Develop standard operating procedures for data handling and archiving.
- Maintain data management plans and operating instructions for complex business systems and architectures.
- Provide guidance in identifying and defining data requirements.
- Provide technical oversight for integrating new technology or new initiatives into data standards and structures.
- Design and develop databases that are compatible with company needs.
- Evaluate the design, selection, implementation and support of database changes using associated business requirements and design documents.
- Maintain internal data asset library.
- Train junior data managers when needed.
- Assist in setting milestones and timelines.
- Ensure the integrity, confidentiality and security of all datasets.

Qualifications and Education Requirements

- Bachelor's Degree in any related discipline (Geography, Geodetic Engineering, Computer Science)
- Master's degree or equivalent degree (an advantage), in Data Science, Geography, Geodetic Engineering, Information Science, Information Systems, Social Science or related field.
- A minimum of five years of progressively responsible experience in modern archives management, record keeping, library, information management or related area is required.
- Experience in data management, or related area, across large organizations.
- Experience with common data-exchange formats including CSV, XML, and JSON
- Experience in negotiating and coordinating with multiple stakeholders in a complex data environment is required.
- Experience in technical communication
- Relevant data management experience in a humanitarian context is desirable.

Skills & Competencies

Professionalism: Knowledge of data management/information management and demonstrated ability in managing data across organizations. Knowledge of integrating disparate information systems; ability to analyze and articulate the information management requirements of complex situations; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Knowledge of relevant business activities/issues.

Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning& Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

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| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | | Date/Time: | |