



DATA QUALITY MANAGER

**SOUTHERN AFRICA LABOUR AND DEVELOPMENT RESEARCH UNIT
(SALDRU)**

FACULTY OF COMMERCE

SALDRU is the implementing agency for the National Income Dynamics Study (NIDS) on behalf of The Presidency. This project tracks and interviews 30,000 individuals on an ongoing basis and conducts in-person interviews with them at two yearly intervals. The fieldwork is outsourced, but NIDS maintains a staff of around 30. For this exciting project, we now require a Data Quality Manager to ensure our datasets are complete, accurate, useable and timely. The contract is initially until 31st August 2018 with a possibility of extension for repeated further 2 year funding cycles.

The main purpose of this position is to ensure published datasets are complete, accurate, useable and timely through:

- Stewardship of the panel dataset
- Planning and management of people resources
- Engaging with the Principle Data Analyst to ensure continual improvement and top data product, including technical authoring
- Application of expert knowledge in the field of socioeconomic field studies

The project has different phases and key performance area focus will vary over the project cycle.

Requirements include:

- Masters degree or higher in relevant discipline with at least 3 years' relevant experience of managing survey datasets **OR**
- Honours degree in relevant discipline with at least five years' experience of managing survey datasets
- STATA proficient
- Staff supervision experience

Competencies:

- Planning and organising
- Attention to detail
- Broad analytical thinking/ problem solving
- Commitment to delivery
- Conceptual thinking
- Authoring of data manipulation code

Added Advantages:

- Experience in managing large and complex datasets
- In depth experience of panel datasets

Responsibilities include:

- Managing the production and publication of datasets
- Staff management
- Budget reporting
- Continual process and product improvement
- Managing and contributing to documentation production
- User support
- Conceptualising and delivering value-add data products

For more information about the NIDS, the publicly available datasets and research summary videos, see www.nids.uct.ac.za. Please consult the accompanying Job Description for further detail of the data quality manager position.

The annual cost of employment, including benefits, is between **R417 668** and **R491 373**.

To apply, please e-mail the below documents in **a single pdf file** to Lynn Evon at Lynn.Evon@uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and invited to take a competency test.

Telephone: 021 650 5968

Website: www.nids.uct.ac.za

Reference number: E70250

Closing date: 27 March 2017

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>

UCT reserves the right not to appoint.



NOTES

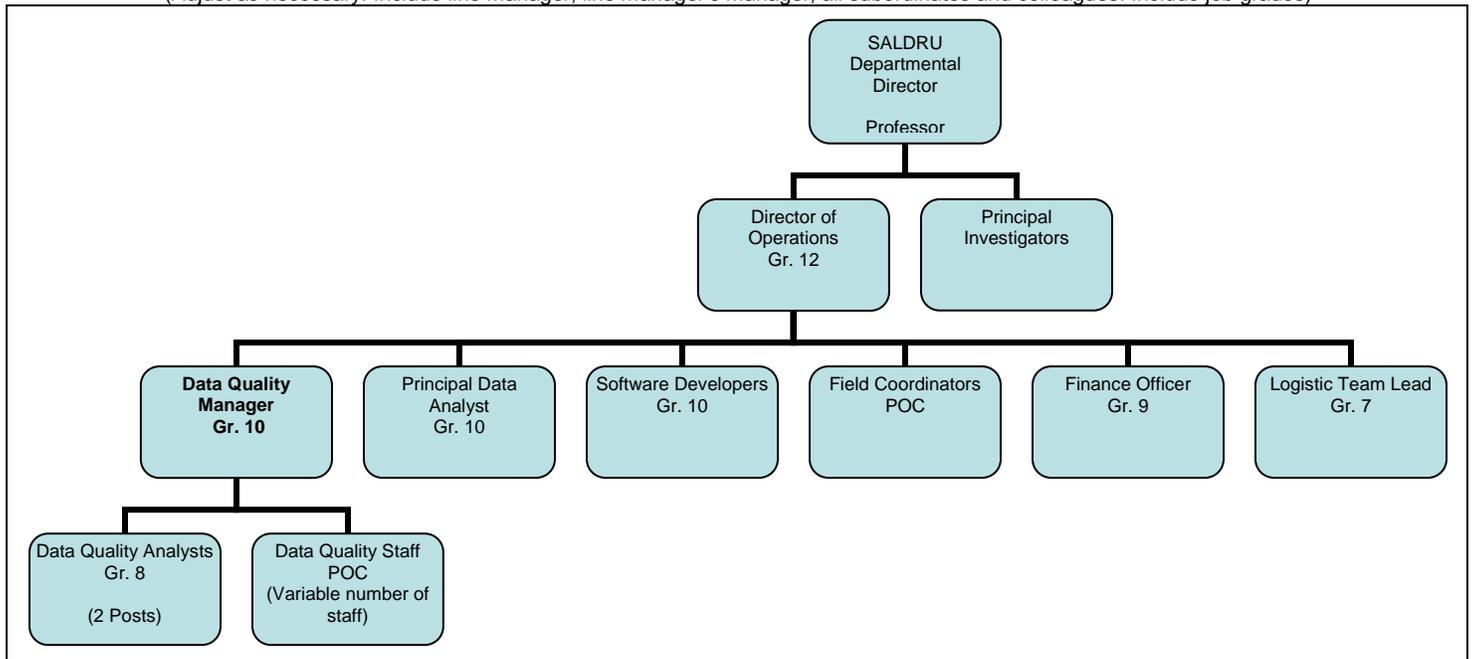
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Data Quality Manager
Job title (HR Practitioner to provide)	
Job grade (if known)	10
Academic faculty / PASS department	Economics
Academic department / PASS unit	SALDRU
Division / section	NIDS
Date of compilation	5 th January 2016

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)



PURPOSE

The main purpose of this position is to ensure published datasets are complete, accurate, useable and timely through:

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JOB CONTENT

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Data Production (complete correct data)	25%	<p>Take data received from field and prepare it for public release. This includes updating previous waves where necessary.</p> <p>This also requires that all previous wave's data and the latest data received from field are consistent and fit for purpose. This involves using expertise to anticipate/ discover issues, interrogate all waves of data, clearly describe any inconsistencies or issues, present a range of informed and practicable solutions to the executive and to execute the preferred solution.</p> <p>This includes consistency with the published paper "questionnaire" versions and updating as discovered necessary.</p>	<p>The final dataset shall be: complete, correct, consistent, on time, fit for purpose and carry appropriate levels of anonymity and confidentiality.</p> <p>Interim datasets (Alpha and Beta releases) are done according to the project plan. All variables correctly identified, correct contents, available to the appropriate users at appropriate levels of anonymity and confidentiality.</p>
2	Staff Management (making it happen)	25%	<p>Skills Capacity:</p> <ul style="list-style-type: none"> • Ensure that competent staff members are hired to such that Key Performance Areas (KPA's) are met in full through a mixture of personal endeavour and delegation. • This would include up skilling where necessary and keeping staff motivated and up to date on project developments and developments in surveys in general. <p>Budgetary Capacity:</p> <ul style="list-style-type: none"> • Preparation of the necessary budget for the wave for approval and negotiation with Senior Manager of Operations. • Monitoring of the budget expenditure and reporting of anticipated variances and mitigations thereof to the Senior Manager of Operations. <p>Operational Management:</p> <ul style="list-style-type: none"> • Assign work to achieve organizational goals • Review staff output (both product and process learning) • Leadership (see 10 Mintzberg roles) 	<p>The team is adequate to achieve the data goals as described in these KPA's.</p> <p>Staff are motivated to:</p> <ul style="list-style-type: none"> • think creatively • be fastidious • respect the data (e.g. protect confidentiality)

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
3	Continuous improvement	15%	<p>Introduction of new/updated processes or products to advance the:</p> <ul style="list-style-type: none"> • Efficiency of production • Completeness • Correctness • Comprehensibility • Usefulness • Accessibility of the NIDS data. 	Demonstrate examples of materially impactful positive change.
4	General project-wide support	5%	<p>Pre-test:</p> <ul style="list-style-type: none"> • Organizational and process structure to ensure the above KPAs are in place to be tested during the pre-test phase of the overall NIDS project. <p>Ad hoc queries and tasks:</p> <ul style="list-style-type: none"> • Respond to ad-hoc requirements from the exec team (directly or appropriately delegated). • Negotiate practicable timescales for ad-hoc responses. 	<ul style="list-style-type: none"> • Pre-test – processes and capacity are adequate to achieve the KPAs in time for the live project phase of the study. • Ad hoc – NIDS adequately responds to unplanned requirements in respect to data contents and publication.
5	Data Publication	10%	<p>Liaising with the publishers (DataFirst):</p> <ul style="list-style-type: none"> • Negotiate the timing and fashion • Proof the publisher output (e.g. The meta-datasets) <p>On time:</p> <ul style="list-style-type: none"> • Publishing meets NIDS commitments • Timing is feasible for publisher to ensure completeness, accuracy and accessibility <p>Complete:</p> <ul style="list-style-type: none"> • A dataset for each wave <ul style="list-style-type: none"> ○ Datafiles ○ Program library ○ Questionnaires ○ User manual (content authorship is spread across the senior team including this role). ○ Other additional in consultation with the exec team. • Change documentation • Other additional in consultation with the exec team. <p>Announcements:</p> <ul style="list-style-type: none"> • Mailshot to users and other identified interested parties. • Website announcements (NIDS, 	<p>Data is published:</p> <ul style="list-style-type: none"> • On time to be useful and relevant to the NIDS project cycle and user needs • Complete • Communicated to users and potential users

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			SALDRU)	
6	User Support (accessible and comprehensible data)	10%	<p>To ensure resources and processes are in place to productively and readily engage with the data by such actions as:</p> <ul style="list-style-type: none"> • Accurate, comprehensible and useful external documentation is provided for users to engage with the data • Training and information sessions where necessary / circumstances allow (pro-actively teaching users). To enable users to productively engage with the data. • Timely accurate feedback to queries • Keeping users updated to changes • Website and ad-hoc user information is complete and functional entailing activities (which may be delegated) such as: <ul style="list-style-type: none"> • FAQs are updated to reflect the common queries received or those that are internally identified as likely issues • Ensuring that citations are complete and accurately published to the website. • Documentation should be reviewed before release to ensure that all important areas have been covered in a fashion designed for a range of users. 	<ul style="list-style-type: none"> • Users are able to readily, easily and accurately use the NIDS datasets and extensions. • Users find NIDS as an institution accessible and easy to work with.
7	Value-Added data set production (useful data)	10%	<p>Extend the usefulness of the dataset by such actions as;</p> <ul style="list-style-type: none"> • Adding singular items that are useful to users but not directly collected in field primarily derived variables, imputations and z-scores. This involves: validating previous code used to generate these items, identifying issues that may or may not be caused by changes to the data structure, clearly describe any inconsistencies or issues, present a range of informed and practicable solutions to the executive and to execute the preferred solution. • Maintenance and publication of program library do-files for user consumption. Validation and maintenance of do files including: edit, testing and publication. 	<p>The published dataset is easy to use and comprehend.</p> <p>The usability of the dataset extends beyond the collected variables.</p> <p>A wide international use base is facilitated.</p> <p>Outputs are accurate, fit for purpose and on time.</p>

Key performance areas (4 – 6) (What)	% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
		<ul style="list-style-type: none"> • Getting NIDS data added to recognized data aggregation services (for example LIS). This involves: search and identification of appropriate data aggregators; given PI approval: creating and managing relationships with these bodies, defining requirements, produce any new/ altered data as identified in the requirements. • Probable (dependent on external availability) addition of defined added “administration” datasets e.g. School Admin data, Police Station etc. Identify possible new and useful administering datasets; following PI approval: create a relationship with the data owners, analyze the shape and contents of available data, present findings to PIs and take part in the conversation around whether to proceed. Work with the Principal Data Analyst if defining the best approach, plan implementation, test and publish. • Credibly and professionally representing NIDS with external bodies in the promotion of linking to international data aggregators and national administrative datasets. • Authorship of sections of user documentation. 	

MINIMUM REQUIREMENTS

Minimum qualifications And Minimum experience (type and years)	<ul style="list-style-type: none"> Master's degree or higher in relevant discipline with at least 3 years' relevant experience of managing survey datasets OR Honours degree in relevant discipline with at least five years' experience of managing survey datasets STATA proficient (other similar statistical programming languages may be considered) Staff supervision experience
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COMPETENCIES

Competencies required (refer to the UCT Competency Framework)			
Competence	Level (as per Competency Framework)	Competence	Level (as per Competency Framework)
Managerial - Individual Leadership	3	Enabling – Quality commitment / work standards	2/3
Functional – Professional knowledge and skill	3	Enabling – Results focused	3
Functional – Written communication	2/3	Enabling – Decision making / judgement	2/3
Enabling - Conceptual thinking	3	Core – analytical thinking / problem solving	2/3
Core - Client/student service and support	2/3	Managerial – People management	3
Core - Planning and organizing/ work management	2/3		

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Job Holder				
Line Manager				
HOD				

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