



Brain Research Africa Initiative

An International Organisation in Partnership with the African Union Commission & Member of IBI

Job Description / Role Profile

Role	Research Assistant - Data Management
Location	BRAIN CAMEROON
Reports to	Director of Operations & Research
Contract Type	Full-Time, Permanent
Start Date	Immediate or as required

Role Purpose

The Research Assistant -Data Management at the BRAIN Research Africa Initiative (BRAI) is responsible for the effective handling of research data, from collection and entry to quality assurance and basic analysis. This role supports data integrity and enables impactful research outcomes through the development, cleaning, and preparation of data. The Data Manager will work alongside cross-functional teams to manage data for the initiative's projects, requiring occasional unsocial working hours and travel to field sites.

Data Collection and Management	40%
Key Responsibilities and Duties <ul style="list-style-type: none"> ➤ Coordination of Data Collection: Facilitate data collection processes by designing data entry forms, setting up digital data systems, and assisting research teams in field sites. ➤ Data Entry and Validation: Accurately enter data and perform data checks to ensure high data quality and minimize errors. ➤ Data Storage and Organization: Establish and maintain structured, secure data storage systems for easy access and proper documentation. 	

Data Cleaning and Quality Assurance	25%
<ul style="list-style-type: none"> ➤ Data Cleaning: Utilize data management software to clean raw datasets by identifying and correcting errors, missing values, and inconsistencies. 	



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<ul style="list-style-type: none"> ➤ Quality Control: Conduct quality checks on datasets, ensuring reliability for analysis. ➤ Data Security Compliance: Implement data security protocols to maintain confidentiality and integrity, in line with ethical guidelines and data protection laws. 	
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Preliminary Data Analysis and Reporting	20%
<ul style="list-style-type: none"> ➤ Basic Data Analysis: Perform initial data analysis using descriptive statistics to assist in research interpretation. ➤ Visualization of Data: Create simple charts, graphs, and data visualizations to summarize findings for research teams. ➤ Assistance in Report Preparation: Support the creation of reports that summarize findings and data trends for internal and external stakeholders. 	

Administrative and General Support	10%
<p>Main Duties</p> <ul style="list-style-type: none"> ➤ Documentation: Maintain clear and organized documentation of all data-related activities, cleaning steps, and procedural adjustments. ➤ Team Collaboration: Actively participate in team meetings and support colleagues with data collection and analysis tasks as needed. ➤ Project Coordination: Support logistics and planning for data collection activities, including scheduling, travel, and resource organization. 	

Personal Development	5%
<p>Main Duties</p> <ul style="list-style-type: none"> ➤ Professional Training: Attend workshops, training sessions, and courses to improve technical skills in data management, analysis, and software use. ➤ Networking and Conferences: Engage with professional networks, conferences, and industry events to stay current in the field. ➤ Career Development Planning: Collaborate with supervisors to outline career goals and identify development opportunities within BRAI and the larger research field. 	

Technical and Behavioral Competencies

Executive Office: Rue Obobogo, ELFA House, Yaoundé.

Website: <https://brainafrica.org>, PO Box: 25625 Yaoundé, Cameroon;

"If the brain does not work, the rest does not matter." AKN

"There is no development and wealth without health as there is no health without brain health." AKN



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Essential Technical Skills

- **Data Management Tools:** Competence with data entry and cleaning software, such as Microsoft Excel, Google Sheets, or similar platforms.
- **Basic Statistical Analysis:** Knowledge of descriptive statistics, including familiarity with statistical software for basic data cleaning and analysis. Basic knowledge of software such as SPSS, R, or Python to conduct preliminary analyses.
- **Data Storage and Archiving:** Experience with data organization and storage protocols that ensure data integrity and easy accessibility for teams.
- **Data Security Awareness:** Understanding of data protection regulations and best practices in data security and confidentiality
- **Data Visualization:** Proficiency in creating informative visualizations to communicate data trends and insights effectively.
- **Field-Based Research Experience:** Prior experience with field data collection in Africa or similar settings.

Behavioral Competencies

- **Organizational Skills:** Ability to maintain orderly data records, keep files organized, and ensure systematic documentation.
- **Analytical Mindset:** Logical approach to problem-solving and troubleshooting within data workflows.
- **Communication Skills:** Proficient in clear, concise communication to explain data findings and processes to team members.

Professionalism and Integrity: Commitment to ethical data handling and maintaining the confidentiality of sensitive information.

Person Specification

- **Educational Background:** Bachelor's degree in Data Science, Statistics, Social Sciences, Psychology, or a related field with coursework in data management and research methods.
- **Experience:** At least 1-2 years of experience in data management, research support, or similar roles.
- **Attention to Detail:** Consistently accurate with data and documentation, ensuring high standards of data quality.



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Personal Attributes

- **Collaboration and Teamwork:** Works well within a team-oriented environment, contributing to research activities in a positive and constructive manner.
- **Problem-Solving Skills:** Ability to address data issues and troubleshoot technical challenges as they arise.

Cultural Sensitivity: Respect for diversity and a strong understanding of ethical research practices across cultural contexts.

Additional Considerations

Unsocial Working Hours

- **Flexibility:** This position may require work outside normal hours to meet project deadlines, respond to urgent data requests, or support field data collection.
- **Responsive Support:** Able to address urgent queries related to data management or analysis during high-priority research phases.

Travel Requirements

- **Field Site Visits:** Travel to various African field sites as needed to oversee data collection, support research teams, and ensure data quality control in situ.
- **Learning and Networking Opportunities:** Attend relevant conferences, training sessions, or workshops to foster professional growth and technical skills.

The duties listed above may be revised and updated to reflect current and or changing practices of the organisation in line with partner, Board and other stakeholder recommendations

Date- Nov 2024

Application

Candidates are invited to submit their CV, a cover letter detailing their interest and qualifications, and any relevant supporting documents by to secretariat@brainafrica.org copying brain.administrator@brainafrica.org

Subject: Research Assistant – Data Management Application – BRAIN Cameroon

Application Deadline: 29 November 2024.