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Royal Government of Bhutan | National Medical services  
"Towards Efficient, Effective and Equitable Health System"



NMS/HRD/2025-26/2B/ \\06

13/10/2025

VACANCY ANNOUNCEMENT

As per the decision of 7<sup>th</sup> HRC Meeting held on 10<sup>th</sup> October 2025, the National Medical Service is pleased to announce the following vacancy for Data Manager tentatively from 1<sup>st</sup> November 2025 as detailed below:

Position Title	Slot	Contract Type	Duration	Place of Posting	Minimum Qualification	Other criteria
Data Manager	1	Fixed term	08 months	NMS	Minimum of Bachelor Degree with experience in Research and Data Management.	As per the ToR attached


Documents required:

1. Academic transcript (CL- XII & Bachelors)
2. Valid Security Clearance
3. Citizenship Identity Card
4. Medical Fitness Certificate
5. No Objection Certificate (if already employed)

Interested individuals fulfilling the given qualification and required skills can apply via given link on or before 22<sup>nd</sup> October 2025.

Link: <https://forms.gle/ksiQBno9aSiw6sF46>

For more details kindly mail to [hrd@nms.gov.bt](mailto:hrd@nms.gov.bt)/ [amie0552@gmail.com](mailto:amie0552@gmail.com)

  
(Pema Wangmo)  
HR Officer

Cc:

1. Hon'ble President, NMS, for kind information
2. Research Officer, NMS for kind information
3. ICT, NMS with request to upload in website
4. Office copy



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## TERMS OF REFERENCE

**Position Title: Data Manager**

**Duty Station: Jigme Dorji Wangchuck National Referral Hospital, Thimphu**

**Reporting to: Principal Investigator**

**Duration: 8 months**

**Start Date :1st November, 2025 (tentative)**

### Background

The COVID-19 pandemic has highlighted global inequalities in managing respiratory illnesses, particularly in low- and middle-income countries (LMICs), where conditions like hypoxemia significantly increase mortality. Hypoxemia, low oxygen levels in the blood, can result from infections such as pneumonia and COVID-19, chronic respiratory diseases (CRDs), heart conditions, and trauma. It is a common and deadly complication in hospitalized patients with respiratory symptoms, yet its true burden is hard to estimate due to limited data, especially from LMICs.

To address these burdens, the RESPIRE project is undertaking two key research studies at Jigme Dorji Wangchuck National Referral Hospital (JDWNRH): one focused on Oxygen Preparedness and Security, and the other on the Feasibility of Pulmonary Rehabilitation (PR) for patients with chronic respiratory diseases (CRDs). These initiatives aim to strengthen the response to hypoxemia and improve long-term management of CRDs in Bhutan, where data and resources remain limited.

As both RESPIRE studies involve the collection and analysis of complex clinical and qualitative data from multiple sources, accurate and timely data management is essential. To ensure data quality, integrity, and compliance with ethical standards, a dedicated Data Manager is required. This role will support secure data handling, coordination across teams, and reliable analysis to strengthen the delivery and impact of both projects.

### Objective

To ensure accurate, secure, and compliant management of all project data to support the successful implementation, analysis, and reporting of the RESPIRE Project at JDWNRH.



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## Scope of Work

1. The Data Manager shall take full responsibility for the governance, security, and integrity of all data collected and managed under the RESPIRE Project.
2. Shall ensure all data handling procedures strictly comply with the General Data Protection Regulation.
3. Shall design, implement, and maintain secure, reliable, and scalable databases and data entry systems.
4. Shall ensure that data is entered, validated, stored, and backed up regularly with zero tolerance for data loss or unauthorised access.
5. Shall enforce strict confidentiality protocols for all datasets, especially those containing personal or sensitive health information.
6. Shall implement data anonymisation and de-identification protocols where applicable.
7. Shall manage and oversee the secure transfer of de-identified datasets to the University of Edinburgh via DataSync, in accordance with agreed protocols.
8. Shall prepare and submit data reports, summaries, and logs as required by the Principal Investigator, ethics committees, or regulatory bodies.
9. Shall serve as the first point of contact in the event of any data incident or breach at JDWNRH.
10. Shall investigate, document, and escalate breaches immediately to the Data Protection Officer (University of Edinburgh) and implement containment measures.
11. Shall ensure that all personal data is handled in accordance with ethical guidelines, including informed consent procedures and participant confidentiality.

## Key Deliverables

1. Ensure precise data entry and maintain secure storage of project data at JDWNRH.
2. Conduct data analysis to support research reporting and project decision-making.
3. Maintain strict separation of personal identifiers from the de-identified master dataset.
4. Manage storage of scanned forms in two secure, redundant locations within JDWNRH.
5. Control and restrict data access exclusively to authorised, qualified personnel.
6. Coordinate and oversee secure transfer of de-identified datasets to the University of Edinburgh.

## Duration and Contract terms

The appointment is for a fixed term of 8 months with no options for resignation or withdrawal before the completion of the project. The monthly salary of Nu. 70,000 will be paid, subject to tax deductions at source according to Royal Government of Bhutan rules.



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## Governance and support

The National Medical Services shall

1. provide workspace, equipment and resources
2. ensure technical and operational support
3. disburse salary and benefits promptly

## Selection Criteria

1. Minimum: Bachelor's degree with experience in Research and data management

### Essential:

1. Strong knowledge of database design, data quality assurance, and data protection regulations (including GDPR).
2. Proficiency in data analysis software (e.g., Excel, SPSS, STATA).
3. Excellent attention to detail and strong organizational skills.
4. High integrity with strict adherence to confidentiality and ethical standards.
5. Good communication skills and ability to work collaboratively with multiple stakeholders.

## Evaluation Criteria

The selection will be based on qualification, relevant experiences and interview performance in alignment with the RCSC standards.