**Catalog Manager Role:**

**Description:**

Catalog Manager role is responsible for the management of product/item master data and supports the strategic development of the National Product Catalog (NPC) solution as a resource for the wider public health community. The Catalog Manager serves as the primary point of contact for all health commodities’ product/item master data. The role also incorporates strategy regarding the transition of the product/item master data from its legacy system and processes to the National Product Catalog. The responsibilities of this role have been detailed below.

**Primary Responsibilities:**

* Establish product master data governance (SOPs) for all health commodities
	+ Define and maintain SOPs that establish product/item master data governance policies including agreed and approved mechanisms to add, update or delete products/items
	+ Define roles and responsibilities for maintaining timely and accurate master data as part of the data governance process
	+ Define security roles in NPC
* Populate and maintain product/item master data in NPC for all assigned health commodities
	+ Upload or enter product/item master data and mappings with country identifiers into NPC
	+ Validate that populated data is complete and accurate
	+ Ensure continued functionality of NPC in terms of product categorization, linkages to country identifiers, attributes grouping and data security
	+ Collaborate with relevant stakeholders including regulatory staff and operational staff to identify new product/item additions, product/item updates, phase-outs, recalls and registration expiries and take appropriate actions to keep data up to date and accurate
* Facilitate on-going management of product/item master data in NPC
	+ Monitor data quality and troubleshoot data quality issues
	+ Add, delete, edit master data when changes are needed
	+ Liaise with product/item data sources and data consumers in support of data governance SoPs
* Support data exchange across all applicable supply chain levels in the country
	+ Collaborate across teams, organizational units, and external stakeholder groups
	+ Facilitate and monitor product/item master data flow between NPC and other systems
	+ Resolve data exchange and integration issues as necessary
	+ Communicate any technical issues to NPC System Administrator
* GDSN synchronization strategy
	+ Provide strategic support regarding adoption of GDSN integration in the long-term to source GS1 based item master data directly from manufacturers through GDSN
* Conduct data quality assessments and adjustments

**Skills/Training**

***Required***

* Experience managing healthcare product data
* Comfort in navigating product information management (PIM) information technology solutions

***Desired***

* Degree in data science, informatics, pharmacy or equivalent
* Certificate in pharmacy informatics or equivalent training
* Degree in pharmacy
* Knowledge of GS1 standards with specific experience in implementation of solutions using the Global Data Synchronization Network