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**DATA CAPTURER
PERMANENT
MASIPHUMELELE RESEARCH OFFICE**

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

This full-time permanent position will be based at Masiphumelele Research Centre in Masiphumelele, Fish Hoek, Cape Town

The Data Capturer provides critical study conduct support through basic clinical reviews, query generation, reconciliation and reporting. Additional responsibilities include supporting clinical study team members in the completion and filing (paper and electronic) of clinical data, reports and administrative study documentation along with data entry on a daily basis.

Requirements:

- Minimum Grade 12/ Senior Certificate
- 2 -3 years clinical research experience in capturing data or data administration
- Computer skills, ability to maintain excel spreadsheets/ and Ms Access, OpenClinica REDCap (at least 2 of these)
- Excellent written and oral communication skills in English
- Ability to work under pressure with high volumes of daily processing
- Good interpersonal skills and excellent attention to detail
- Good planning and organising skills
- Ability to set and meet deadlines with high quality
- Work Standards
- Ability to work within a team and independently

Advantageous:

- Knowledge of GCP guidelines and clinical trial processes

Responsibilities:

- Data quality control – perform regular data checks on the REDCap database and generate data queries if necessary
- Proof read of data captured
- Ensure accurate, timeous data entry into databases as per study protocol, SOP and as per Data Manager's request
- Complete quality control log with all errors that were picked up during data review and circulate them to staff members daily, including sending daily reminders to staff to correct errors according to QC log

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Association Incorporated under Section 21: Registration No: 1999/005072/08

Public Benefit No: 18/11/12/51 NPO Ref No. 148-956

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim; Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Dr M Sienaert ; Mr C Abrahams

www.desmondtutuhivfoundation.org.za

- System Development – In collaboration with the systems developer, deliver exceptional system administrative support.
- Ensures data from source documents for the trial are accurately reflected on the Case Report Forms (CRF) or electronic
- Transcribe paper case report forms which may be collected in the event study staff are unable to access the study electronic database (REDCap)
- Conduct basic review, query generation/resolution to support clinical study team activities according to the protocol.
- Identifies problems or potential problems and reports them to the Data Manager
- Ensure hardware and software required to carry out data administrator tasks are maintained and in working order

The annual cost of employment is between R104 526 and R185 543 (dependent on qualification and experience).

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 16th November 2017, Job reference: #DTHF/C106. Incomplete applications will not be considered. Only on-line applications will be accepted.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhivfoundation.org.za