

<b>VACANCY</b>	
<b>Job title:</b>	Data Capturer X4 (18 months fixed term contract)
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To accurately enter Survey/Study data and maintain documentation as per the Standard Operating Procedures
<b>Location:</b>	VIDA - Chris Hani Baragwanath Academic Hospital
<b>Closing date:</b>	21 March 2022
<b>Submit detailed CV to:</b>	Vacancies17@witshealth.co.za
<b>Advert reference number:</b>	DM0019 - 2022
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. <b>Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions.</b>	

#### Key performance areas

Accurate entry of survey/study data in a timely manner  
 Resolve data discrepancies and queries.  
 Follow up on missing data done & resolved immediately.  
 Comply with standard operating procedures for Data Management.  
 Maintain documentation as per standard operating procedures.  
 Participate in on-going Data Management training  
 Maintain safe and storage of all electronic data and case report forms.  
 Maintain participant confidentiality and security of study data.

#### Required minimum education and training

Grade 12; GCP preferable; knowledge of REDCap is advantageous

#### Required minimum work experience

At least 1 year' data capturing experience  
 Experience working in a similar role (filing, setting up of files)  
 Should be able to efficiently capture data

#### Desirable additional education, work experience and personal abilities

Ability to communicate in at least one local language  
 Computer literacy (MS package)  
 Attention to detail, enthusiastic, hard-working.  
 The ability to work independently  
 Good interpersonal and organizational skills and ability to work in a team essential  
 Fluency in at least one local language other than English essential  
 Must be willing to work overtime if and when needed

Should you be interested in applying for this vacancy, please send an email to [vacancies17@witshealth.co.za](mailto:vacancies17@witshealth.co.za). The subject heading of the email must include the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV