

VACANCY

Job title:	Data Capturer
Type:	Permanent ☐ Fixed Term ☒ Temporary ☐
Main purpose of the job:	To enter accurately and clearly, participant information from source to eCRF. To do quality checks and preparation of participant files and assist data manager in maintaining correct participant records. To do data entry as needed.
Location:	MRU Durban - Commercial City Research Site
Closing date:	18 August 2022
Submit detailed CV to:	research@witshealth.co.za
Advert reference number:	1476
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. Our organisation maintains a mandatory COVID-19 requirement and as such only COVID-19 vaccinated incumbents will be considered for positions.	

About MRU

MRU is a division of the Wits Health Consortium under the Department of Obstetrics and Gynaecology of the University of the Witwatersrand. We are committed to supporting the millennium development goals aimed at gender equity, maternal and child health and combatting HIV.

These guide our work which focuses on sexual and reproductive health with research being conducted in microbicides, barrier methods, service integration, and contraception. We conduct clinical, behavioural, operations and implementation science research and support health systems strengthening including capacity building and technical support.

Key performance areas

- Data capturing.
- Quality Control.
- Data administration.

Required minimum education and training

- Matric
- Valid driver's license.
- Computer literate.

Desirable additional education, work experience and personal abilities

- Knowledge of Good Clinical Practice preferable.
- Experience in a health care/research environment.
- Good administrative skills together with working knowledge of Microsoft Office Word and Excel.
- Thorough with good attention to detail.
- Able to work to deadlines.
- Good communication skills.
- Self-motivated and able to work as part of a multidisciplinary team.
- Excellent interpersonal skills are required for this position.

Required minimum work experience

- Minimum 1 year experience working with participant or patient data and files.

Please note that this vacancy is a Fixed Term Contract until 30 June 2023.

Should you be interested in applying for this vacancy, please send an email to research@witshealth.co.za. The subject heading of the email must read **Ref 1476** and 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