

VACANCY

Job title:	Data Capturer x 9 (12 months FTC)
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	To compile source documentation for collection of clinical research data and ensure that clinical research data is entered on the data entry system timely, accurately and in accordance with GCP principles and protocol requirements
Location:	Wits Vaccines & Infectious Diseases Analytics (VIDA) Research Unit, Chris Hani Baragwanath Academic Hospital, (based at various clinics around Soweto)
Closing date:	19 January 2023
Submit detailed CV to:	zandri.dutoit@witshealth.co.za
Advert reference number:	NPER
<p>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.</p> <p>Our Organisation maintains a Mandatory COVID-19 requirement and as such only COVID-19 Vaccinated incumbents will be considered for positions</p>	

Key performance areas

Accurate entry of research data to meet data entry timelines - including participant information where indicated

Monitor data captured

Check Study Forms for data errors

Manage Logical Warnings

Ensure that the study entry follows all SOP guidelines

Set up checks and maintain source documents

Prepare, check, maintain and store Study Forms

Handle source and electronic documents with confidentiality in line with Study Protocol

Liaise with Data Manager/ Data Administrator about stock inventory

Perform tasks delegated by Data Manager/ Administrators

Perform Administrative duties such as Photocopies, email documents, Scan and upload study forms, filing of source documents

Provide Effective and efficient telephonic and email communication

Monitor (daily) of alerts generated by the system.

Ensure accuracy of tasks for all workstations and servers.

Report any system errors immediately

Act in a professional and friendly manner in all dealings with internal and external stakeholders

Show a high level of customer centricity at all times

Take ownership and accountability for tasks and demonstrate effective self-management.

Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.

Maintain a positive attitude and respond openly to feedback.

Take ownership for driving own career development by participating in ongoing training and development activities such as workshops, forums, conferences etc.

Required minimum education and training

Grade 12

Required minimum work experience

At least 1 year experience in data capturing

Desirable additional education, work experience and personal abilities

Experience in research will be advantageous, working knowledge of data entry systems; GCP Trained.

Competent in the use of Microsoft office packages (Word, Excel, Outlook), Office administration experience

Should you be interested in applying for this vacancy, please send an email to zandri.dutoit@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