

<b>VACANCY</b>	
<b>Job title:</b>	<b>Data Capturer x3 - (6 Months FTC)</b>
<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 capture research study data accurately and timeously into a computerised database.
<b>Location:</b>	Rahima Moosa Mother and Child Hospital
<b>Closing date:</b>	09 May 2023
<b>Submit detailed CV to:</b>	Vacancy23@wrhi.ac.za
<b>Advert reference number:</b>	<b>NQM013-2023</b>
<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>	

#### Key performance areas

Receive participant files from Clinicians for data capturing.  
 Identify missing data, inconsistencies and errors and follow-up or report on missing data or errors.  
 Capture confidential research information.  
 Compare data entered with source documents and make necessary corrections to information entered.  
 Perform data cleaning.  
 Perform regular data back ups.  
 File participant documents according to protocol.  
 Maintain and update participant files.  
 Maintain an effective and efficient filing system.  
 Distribute data and reports to relevant team members.  
 Provide administrative support i.e. copying, faxing, filing, archiving etc.  
 Assist in transportation of study patients and assist with tracking.  
 Assist with transportation between various internal stakeholders (IT, Procurement, HR, Operations, Maintenance etc).  
 Any other duties as may be required.

#### Required minimum education and training.

Grade 12 with basic computer and typing skills are essential.

#### Required minimum work experience.

Minimum 1 years' experience in data capturing or administration

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

Certification in good clinical practice and experience in a research environment will be an advantage. Thorough with good attention to detail. Ordered and systematic with strict compliance to protocols. Good administrative skills are required together with working knowledge of Microsoft Office and database packages. Able to work to deadlines. Demonstrated data capturing speed and accuracy. Confidentiality, tact and discretion must be maintained at all times. Good communication skills. Self motivated and able to work as part of a multidisciplinary team.

Should you be interested in applying for this vacancy, please send an email to [vacancy23@wrhi.ac.za](mailto:vacancy23@wrhi.ac.za). The subject heading of the email must read **NQM013-2023** and 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