

Reference number – 2024DC0903

JOB DESCRIPTION: **Data Capturers X 3 (6 months contract)**

LOCATION: **Cape Town, Western Cape**

Closing Date: 18 September 2024

The Health Economics and Epidemiology Research Office (HE2RO) of the University of the Witwatersrand, based in Parktown, Johannesburg, is an internationally recognised health research group with a focus on HIV and tuberculosis. HE2RO seeks to build the evidence base to improve the health policies and programmes in South Africa and the region. We collaborate on policy relevant research with Boston University, the Clinical HIV Research Unit, and other national and international organizations. For more information visit our website at www.heroza.org.

Location

These positions are to be based in Cape Town, Western Cape and will require daily travel throughout the province as well as occasional travel to the head office in Parktown, Johannesburg. Overtime/weekends hours and overnight trips will be required as will working in rural areas and/or under-resourced facilities. This is a fixed term position **from 1 November 2024 to 30 April 2024**.

Responsibilities and Duties

- Conduct study recruitment and informed consent process in accordance with protocol and ethical requirements
- Complete electronic survey forms on laptops/mobile tablets and securely transfer data to appropriate server
- Conduct interviews with eligible participants including health care providers and recipients of health care at participating sites throughout the study districts in Western Cape
- Conduct patient record review and data collection from paper files and electronic data sources
- Ensure that study protocols are followed and that study data are captured timeously and accurately on site from various data sources including patient files, electronic medical records, registers, questionnaires, in-depth interviews and focus group discussions etc. and secure transfer of data to head office.
- Coordinate and collaborate with stakeholders to provide feedback and troubleshoot data collection
- Ensure confidentiality and security of all data collected at all project sites through consistent implementation of data standard operating procedures.
- Ensure neat and accurate filing and tracking of data forms

Requirements

- At least 1 year's research work experience enrolling and interviewing research participants in a medical environment
- Matric certificate required, diploma and/or degree are desirable.
- Fluent in English, siXhosa and Afrikaans; strong verbal and written communication skills.
- Strong working knowledge of the health facilities and data systems
- Excellent computer literacy, especially in Microsoft Excel and Word. Experience with Tier.net, DHIS, is desirable as well as experience with SurveyCTO or mobile data collection systems
- Ability to work effectively as a team player with a diverse group of people and senior staff including researchers and senior researchers.
- Ability to work within the setting of busy clinics in a friendly and non-disruptive manner
- Interest in social science, public health and /or medical research
- Willingness to participate in training as needed for the position (eg. SOP training, interviewer training)
- Good Clinical Practice and ethics training and valid certificate would be desirable
- Excellent organizational skills, high level of attention to detail, and ability to take initiative.
- Ability to travel, including overnight trips.
- Code 8 Driver's License, at least 12 months of driving experience and willingness to drive.

Applicants should email a cover letter and CV to vacancies10@witshealth.co.za HE2RO will only respond to short listed candidates. Candidates who have not been contacted within two weeks of the closing date can consider their applications unsuccessful.