WITS HEALTH CONSORTIUM

Wits Health Consortium (Pty) Ltd is a wholly owned subsidiary of the University of the Witwatersrand.

WITS VIDA
UNIVERSITY OF THE WITWATERSRAND
VACCINES & INFECTIOUS DISEASES ANALYTICS

A division of Wits Health Consortium (Pty) Ltd

VACANCY	
Job title:	Data Coordinator
Type:	Permanent ☒ Fixed Term ☐ Temporary ☐
Main purpose of the job:	To manage data and databases, ensuring data quality and integrity, and provide support for data collection using tablets or similar devices. To play a crucial role in maintaining accurate and reliable data within the organization, primarily focusing on data management and tablet-based data collection.
Location:	Chris Hani Baragwanath Academic Hospital, Soweto
Closing date:	13 September 2024
Submit detailed CV to:	vacancies28@witshealth.co.za
Advert reference number:	DC
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.	

Key performance areas

1. **Data Management, maintain databases, including some programming in database systems such as SQL and python**
   - Handle queries
   - Identify and resolve any database and validation errors.
   - Maintain data accuracy and integrity across databases.
   - Collaborate with the data team for efficient database and data management.
   - Regularly review and clean data entries in the databases.
   - Work closely with the data manager to ensure timely database lock for analysis.
   - Assist with tasks delegated by the Data Manager.
   - Provide support in data-related projects and initiatives.
   - Resolve discrepancies and queries with relevant parties.

2. **Data**
   - Perform data cleaning and correction activities in SQL databases.
   - Monitor data for quality assurance, identifying and resolving data issues or discrepancies.
   - Implement measures to improve data quality and accuracy.

3. **Tablet-based Data Collection**
   - Support the setup and configuration of the tablets for data collection.
   - Ensure tablets are equipped with the necessary data capture tools and software.
   - Provide training and support to users in data collection using tablets.
   - Troubleshoot technical issues related to tablet-based data collection.

4. **Effective self-management and performance ownership**
   - Take ownership and accountability for tasks and demonstrates 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.

Required minimum education and training

Degree or Diploma in Information Technology, Informatics or related fields.

Required minimum work experience

Minimum of 1-2 years directly related data management experience.

Desirable additional education, work experience and personal abilities

Experience in a health care environment.
Knowledge of case report form development and an understanding of the relationship between data collection and database design.
Thorough with good attention to detail.
Able to work to deadlines.
Self – motivated, able to work independently and work as part of a multidisciplinary team.
Knowledge of SQL is required.
Knowledge of Python or R is required.
Knowledge of power bi is an advantage.

Wits Health Consortium (Pty) Ltd is a wholly owned
subsidiary of the University of the Witwatersrand.

A division of Wits Health Consortium (Pty) Ltd

Demands of the job
Able to work in a pressurized environment.
Confidentiality, tact and discretion must be always maintained.

Communications and relationships
Communicate effectively with all Unit staff. Maintain effective working relationships with clinical and non-clinical staff.

Should you be interested in applying for this vacancy, please send an email to vacancies28@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