

VACANCY	
Job title:	Data Capturer
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To capture study data of all studies/trials conducted at PHRU Soweto into the electronic database.
Location:	PHRU – Chris Hani Baragwanath Hospital, Soweto
Closing date:	11 December 2025
Submit detailed CV to:	vacancies12@witshealth.co.za
Advert reference number:	DM - 15 - Data Capturer
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

Enter study data into the electronic database.

Prepare statistical reports of the data entered on a regular basis.

Capture study data into REDCap

Provide written reports to the study coordinator, data coordinator and data manager.

Perform ad hoc tasks as and when required.

Accurate entry of survey/study data in a timely manner and ensuring that all queries are resolved in a timely manner.

Maintain documentation as per standard operating procedures.

Participate in ongoing data management training.

Maintain safe and secure storage of all electronic data and case report forms.

Maintain client confidentiality and security of sensitive data.

Required minimum education and training

Matric

Certificate/Diploma in Office Management

Required minimum work experience.

At least 1 year's working experience in Data Capturing

At least 1 years' experience working in clinical trials

Knowledge on REDCap, iMedidata, RAVE and other research data capture platforms would be an added advantage.

Desirable additional education, work experience and personal abilities

Prepare files for participant visits in accordance with protocol visit requirements and site procedures.

Must be detail orientated.

At least 1 years' experience working in a research environment data team.

The incumbent must have a sound knowledge of Protocol, SOP's and DQMPs.

Must possess strong organizational skills.

Logical thinker with the ability to work independently.

Must be detail orientated.

Valid Driver's Licence

Must be able to work as a member of a team.

It is expected that s/he will apply consistent adherence to research and GCP practices.

Should you be interested in applying for this vacancy, please send an email to vacancies12@witshealth.co.za.

The subject heading of the email must read **DM - 15 - Data Capturer** 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