

## VACANCY

<b>Job title:</b>	Data Capturer (4 Months Fixed Term Contract: Maternity Leave Replacement)
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
<b>Main purpose of the job:</b>	To capture study data of all studies/trials conducted at PHRU Bara into the electronic database.
<b>Location:</b>	PHRU – Chris Hani Baragwanath Hospital, Soweto
<b>Closing date:</b>	10 April 2025
<b>Submit detailed CV to:</b>	Dimpho Modise at <a href="mailto:vacancies12@witshealth.co.za">vacancies12@witshealth.co.za</a> or 086 566 6659
<b>Advert reference number:</b>	DM – 044 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 and 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](mailto:vacancies12@witshealth.co.za). The subject heading of the email must read **DM – 044 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