

VACANCY

Job title:	Data Capturer
Type:	☒ Permanent ☐ Fixed Term ☐ Temporary
Main purpose of the job:	To accurately enter study data and maintain documentation as per the standard operating procedures.
Location:	Jose Pearson TB Hospital, Gqeberha
Closing date:	21 April 2026
Submit detailed CV to:	Vacancies36@witshealth.co.za
Advert reference number:	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

Accurate entry of research data on various data entry systems to meet data entry timelines as required by the sponsor.
 Quality control of own data captured as well as quality control of data entered by others.
 Compile source documentation for collection of clinical research data.
 Communicate with clinicians and managers to update missing information.
 Maintain safe and secure storage of all electronic data and case report forms.
 Maintain study participant's confidentiality.
 Perform tasks delegated by data manager.
 Ensure that GCP guidelines are followed.
 Provide Administrative support i.e. copying, faxing, filing, archiving etc.
 Ensure near and accurate filing of participant files and data queries.
 Provide Effective and efficient telephonic and email communication.
 Take ownership and accountability for tasks and demonstrate 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

Matric
 Graduate with certification or qualification in a data related field.
 Computer literacy using MS Excel and MS access.

Required minimum work experience and abilities

Minimum 1 year experience with data capturing
 Minimum 2 years' experience working in clinical trials

Desirable additional education, work experience and personal abilities

Must possess strong organizational skills
 Must be detail orientated
 Must be able to work as a member of a team
 Experience in research will be advantageous
 Working knowledge of data entry systems; GCP Trained; Background in TB or HIV
 Competent in the use of Microsoft office packages (Word, Excel, Outlook)
 Office administration experience

Should you be interested in applying for this vacancy, please send an email to Vacancies36@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
- Detailed CV