

VACANCY	
Job title:	Data Capturer
Type:	Permanent <input type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input checked="" type="checkbox"/>
Main purpose of the job:	To enter accurately and clearly, participant information from source to eCRF. To do quality checks, prepare participant files and assist Data Manager in maintaining correct participant records. To do data entry as needed.
Location:	WITS MRU Durban - The Atrium, Overport
Closing date:	17 th April 2026
Submit detailed CV to:	research@witshealth.co.za
Advert reference number:	Ref: 1501
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.	

About WITS MRU

WITS MRU is a division of the Wits Health Consortium under the Department of Obstetrics and Gynaecology of the University of the Witwatersrand. We are committed to supporting the millennium development goals aimed at gender equity, maternal and child health and combatting HIV.

These guide our work which focuses on sexual and reproductive health with research being conducted in PrEP, microbicides, barrier methods, service integration, and contraception. We conduct clinical, behavioural, operations and implementation science research and support health systems strengthening including capacity building and technical support.

Key performance areas

- Data Capturing.
- Quality Control.
- Data administration.
- Assist with other study related activities

Required minimum education and training

- Grade 12.
- Basic computer and typing skills.
- Valid Drivers license.

Desirable additional education, work experience and personal abilities

- Knowledge of Good Clinical Practice preferable.
- Experience in a health care/research environment.
- Good administrative skills together with working knowledge of Microsoft Office Word and Excel.
- Thorough with good attention to detail.
- Able to work to deadlines.
- Good communication skills.
- Self-motivated and able to work as part of a multidisciplinary team.

Required minimum work experience

- Minimum 1 year of experience working with participant/patient data and files.

Please note that this position is a Fixed Term Contract until 31 December 2026.

Should you be interested in applying for this vacancy, please send an email to research@witshealth.co.za. The subject heading of the email must read **Ref: 1501** 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
- Copies of Qualifications