

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

COLLEGE OF HEALTH SCIENCES

DATA CAPTURER – ANAESTHETICS (RESEARCH) (1x POST)

(14 MONTHS FIXED TERM)

**SCHOOL OF CLINICAL MEDICINE
MEDICAL SCHOOL CAMPUS**

REF NO.: T/CM04/2017

The incumbent to this position will work with the principal investigator, entering study data into a pre-designed database and cleaning of study data collected from study participants. This is to ensure that accurate information is obtained and recorded for several research projects being conducted. Additional administrative tasks will be requested when necessary.

Minimum Requirements:

- Grade 12/Matric/Senior Certificate;
- Post-Matric Certificate Administration, Book keeping, or related;
- Post-Matric Certification Microsoft Excel (Intermediate/Advanced);
- 6 months experience in a healthcare research environment ;
- 6 months experience in data capture;
- 6 months experience in research administrative duties;
- 6 months experience in research registry maintenance using MS Excel;
- 6 months experience in HCUP data handling

Essential Requirements:

- Knowledge of ICD-9 and ICD-10 coding
- Certification for HCUP data handling

This post reports to Dr. Y. Moodley Enquiries regarding this post may be directed to Dr. Moodley (moodleyyo@ukzn.ac.za). The job profile is available from Dr. Moodley tel: 031 260 4329 or e-mail: moodleyyo@ukzn.ac.za
You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

The total remunerative salary is R4496 per month. In addition, an annual service bonus is payable.

The closing date for receipt of applications is Thursday, 23 February 2017.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za Completed forms may be sent to moodleyyo@ukzn.ac.za

Advert Reference Number MUST be clearly stated in the subject line.