

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

**COLLEGE OF HEALTH SCIENCES
Data and Quality Control Officer (1 POST)
6 MONTHS FIXED TERM – FULL TIME
SCHOOL OF CLINICAL MEDICINE
DEPARTMENT OF PULMONOLOGY
REFERENCE NUMBER: T-CM06-2024**

Division of Pulmonology in the Department of Medicine at UKZN Medical School is committed to the pursuit of excellence in research, treatment, training, and prevention of TB in Southern Africa.

The successful candidate to ensure that data is captured accurately, and processes are conducted in accordance with good clinical practice guidelines and regulations.

The successful candidate will capture data and perform quality assurance activities and ensure that all study-related documents and files are audit-ready. This will include but not be limited to the maintenance of site files and monitoring of patient folders. The successful candidate will also be required to coordinate actions for corrective and preventative measures to ensure quality.

Minimum Requirements:

- Bachelor of Science Degree or Degree in Health Sciences OR Grade 12 / Senior Certificate with 5 years' work experience
- 3 years' experience working in a clinical research setting

Personal Attributes and Knowledge Required for the Post:

- Valid GCP Certificate
- Knowledge of medical terminology (especially TB/HIV/COVID-19)
- Good Computer Literacy (MS Word, MS Excel, MS Outlook, and Internet; Data Management Systems advantageous)
- Excellent work ethic, interpersonal, communication and time management skills
- Ability to work independently and display initiative Language: English. Afrikaans/Xhosa advantageous
- Experience in auditing, monitoring, and maintaining clinical trials according to GCP standards (site files and patient folders)
- Experience in obtaining and adhering to regulatory requirements (SAHPRA, HREC)
- Experience in data collection and capturing within research

The post reports to Professor Kennedy Nyamande. Enquiries may be addressed to Nyamandek@ukzn.ac.za. The job profile is available from Mr Sphelele Percival Sishi Email: Sishis3@ukzn.ac.za Tel: 031 260-4537.

The closing date for receipt of applications is **13 June 2024.**

Applicants are required to complete the relevant application form (support) which is available on the Vacancies website at www.ukzn.ac.za. Completed forms may sent to Sishis3@ukzn.ac.za. Please provide three names of referees, including their contact details. Advert Reference Number **MUST** be clearly stated in the subject line.