**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 including people with disabilities.**

**1-YEAR FIXED TERM CONTRACT**

**COLLEGE OF HEALTH SCIENCE**

**DATA ENCODER/CAPTURER (x2)**

**SCHOOL OF CLINICAL MEDICINE**

**(GRADE 12)**

**NELSON MANDELA SCHOOL OF MEDICINE**

The Women’s Health and HIV Research Unit is seeking TWO dynamic and experienced individuals to fill the position of Data Encoder for the MAMAS (Mentoring Adolescent Mothers at School) project. The ideal candidate should be a highly motivated, well-organised individual with attention to detail. Applicants are expected to be self-motivated, able to multi-task, able to work under pressure, and able to pay attention to detail when working with research data. Willingness to work in a multidisciplinary team is essential. The candidate will primarily be based at the Women’s Health and HIV Research Unit (Philasande Clinic) Prince Mshiyeni Hospital, Umlazi.

**DUTIES AND RESPONSIBILITIES:**

* Review case report form (CRF) data for completeness, accuracy and consistency
* Apply corrections to CRFs within access parameters
* Generate/resolve data queries
* Liaise with relevant staff regarding queries generated
* Manual Data Capture

**MINIMUM REQUIREMENTS**:

* Senior Certificate
* At least two years data capturing experience in the research field
* Working knowledge of medical terminology
* Experience with Data capturing
* GCP compliance will be an added advantage
* Certificate in IT/Databases will be an added advantage
* Microsoft Office
* Verbal and written communication skills
* Analytical Ability
* Attention to Detail
* Teamwork
* Planning and Organizing
* Computer Literacy

**The total monthly salary = R9,161 per month.**

**The closing date for receipt of applications is 31 March 2017.**

**Enquiries may be addressed to: Vanessa Tombe at tombe@ukzn.ac.za.**

**Applicants are required to complete the official application form (“application form – support”) which is available on the Vacancies website at** [**www.ukzn.ac.za**](http://www.ukzn.ac.za)**.**

**Completed forms may be sent to tombe****@ukzn.ac.za****.**

**Please state the JOB TITLE in the subject line.**