

***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  
ASSISTANT ADMINISTRATIVE OFFICER/DATA OFFICER  
(1-Year Fixed-Term appointment, renewable)  
GERIATRICS  
SCHOOL OF CLINICAL MEDICINE  
MEDICAL SCHOOL CAMPUS**

**REF NO.: T/CM02/2020**

The Department of Geriatrics is involved in a number of research projects, including the Fractures in Sub-Saharan Africa: epidemiology, economic impact and ethnography study (FRACTURES E3), and MMed and PhD projects. The department is seeking a dynamic and experienced individual to fill the position of Data Manager. The ideal candidate should be a self-starter with a high level of initiative and experience in data administration.

The successful candidate will be responsible for capture of data, data analysis, report writing, data quality control, preparation and submission of documents to the relevant structures in the University and external to the University, source references, and preparation of end note reference data and any other related activity under the leadership of Professor B Cassim (University of KwaZulu-Natal). S/he will be required to engage with the lead investigator and her team at the University of Bristol and other international, regional and local investigators, the project manager, fieldworkers, and administrative officers at all project sites. S/he may be required to perform additional roles as determined by the Principal Investigator.

Furthermore, the successful candidate will:

- Manage the FRACRURE E3 project and ensure that pre-established work packages, study protocol and regulatory requirements are followed;
- Develop and maintain an electronic database;
- Enter, manage and verify data
- Perform statistical analyses using Excel, SPSS and SASS AND
- Assist and manage the MMed and PhD research projects in the department.

**Minimum Requirements:**

- Grade 12
- 1 Year Qualification

**Essential Requirements:**

- Five-years' experience in clinical Research studies, electronic databases (collation and data entry). statistical analyses using Excel, SPSS, SASS and end note library
- Willingness to travel to local study sites
- Good verbal and written communication skills; problem-solving; planning/organisational skills;
- Personal motivation;
- Project Management capabilities;
- Strong knowledge of research administration including the following aspects:
  - Quality assurance
  - Training and understanding of research ethics, with current certification;
- Knowledge of UKZN policies and processes;
- Interpersonal skills
- Office management: advanced computer skills.
- Expert knowledge of statistical databases
- Experience in working with a multidisciplinary team

Shortlisted applicants may undergo a skills test.

This post reports to Principal Investigator/Co-Principal Investigator. Enquiries regarding this post may be directed to: Professor B Cassim, email: [cassimb@ukzn.ac.za](mailto:cassimb@ukzn.ac.za) The job profile is available from Mrs C Vedralankar, tel: 031 260 4537 or e-mail: [vedalankarc@ukzn.ac.za](mailto:vedalankarc@ukzn.ac.za) You are invited to visit the College website at <http://chs.ukzn.ac.za/Homepage.aspx>

**The total remunerative salary is R 184,678 per annum. In addition, an annual service bonus is payable.**

**The closing date for receipt of applications is 13 March 2020.**

Applicants are required to complete the relevant application form which is available on the Vacancies website at [www.ukzn.ac.za](http://www.ukzn.ac.za). Completed forms may be sent to [vedalankarc@ukzn.ac.za](mailto:vedalankarc@ukzn.ac.za) Please also include letter of motivation stating your suitability for the position. Please provide three names of referees, including their contact details.

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