

**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.**

**COLLEGE OF HEALTH SCIENCES**

**DATA CAPTURER  
PreP Demo Clinical Trial Project  
(6 Month Fixed Term Appointment)  
SCHOOL OF CLINICAL MEDICINE  
MEDICAL SCHOOL CAMPUS**

**REFERENCE NUMBER: T/CM06/2019**

The Women's Health and HIV Research Unit is seeking dynamic and experienced individual to fill the position of a Data Capture, joining a dynamic team of researchers and research administrators to ensure that all data for allocated studies is captured within the prescribed study data base and assist the quality control team with quality control procedures.

The successful candidate will primarily be based at the Women's Health and HIV Research Unit (Philasande Clinic) Prince Mshiyeni Hospital, Umlazi.

**Qualifications and experience:**

- Grade 12;
- Previous data entry experience in a data management environment (1 year) advantageous
- Clinical trial data capture experience;
- Understanding of medical terminology (recommended, but not essential);
- Maintaining good Data capture standard;
- Computer literacy (Excel, Word and Outlook); Data Fax/ e-Data/Medidata or any other Capturing system knowledge.
- Understanding and implementation of quality control procedures in a research environment.

**Duties and Responsibilities:**

Enter data across multiple database systems; Provide Data Management Support; Provide assistance to the quality control team to ensure quality control procedures are conducted timeously. Provide support to site staff.

**Competencies:**

Attention to detail and accuracy; Managing time and work; Work standards; Quality orientation

**The total monthly salary is R9 169.00**

The closing date for receipt of applications is Tuesday, 21 May 2019. The University, however, reserves the right in special circumstances to accept late applications or to extend the above date in order to facilitate further searches.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mrs T Mungwe, e-mail address: mungwe@ukzn.ac.za

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 must be sent to Mrs. T Mungwe e-mail address [mungwe@ukzn.ac.za](mailto:mungwe@ukzn.ac.za). Please quote the advert reference number in your subject line.