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.

<u>**COLLEGE OF HEALTH SCIENCES**</u>

DIGITAL PLATFORM MANAGER
(3 Months Fixed-Term appointment)
Internal Medicine
SCHOOL OF CLINICAL MEDICINE
MEDICAL SCHOOL CAMPUS
REF NO.: T/CM14/2023

The Division of Internal Medicine is seeking a dynamic and experienced in digital platform management. The candidate will be based in Durban. For a quality improvement Project.

The successful candidate will be responsible for coordinating the implementation of the covid-19 education project and the day-to-day running of the study. The Incumbent will be required to engage with the principal investigators and the team at the University of KwaZulu-Natal, other co-investigators. Capturing of electronic and paperwork data to the Microsoft Access Database.

Minimum Requirements:
- Matric
- Bachelor's and Honours degree in information technology or related field
- Valid Good Clinical Practice certificate
- Valid research ethics training certificate
- 2-years' or more experience in a consulting & technical role
- Experience in Microsoft Access database development for covid-19 project, database modelling, design and testing
- Experience in Research
- Experience in Data analysis (R and Power BI)
- Web-development & maintenance
- Information Security
- Advanced MS Office

Essential Requirements:
- Strong knowledge of research administration including quality assurance and research ethics
- Experience with electronic databases (collation, data entry and data analysis) and basic statistical analysis
- Excellent planning, coordinating and problem-solving skills
- Excellent written and oral communication skills
- Experience in working with a multidisciplinary team
- Experience with community based clinical research
- Knowledge of UKZN policies and processes
- Monitoring, analysis and troubleshooting skills

This post reports to the Principal Investigators. The job profile is available from Ms Sbahle Mkhungo, tel.: 031 260 4242 or e-mail: MkhungoS@ukzn.ac.za

The closing date for receipt of applications is 26 October 2023. The University reserves the right not to make any appointment.

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za. Advert Reference Number MUST be clearly stated in the subject line. Completed forms may be sent to MkhungoS@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.