

VACANCY

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| Job title: | Data Capturer |
| Type: | Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/> |
| Main purpose of the job: | To accurately enter Survey / Study data and maintain documentation as per the standard operating procedures. |
| Location: | PHRU, Omnipark Block 1, Aeroton, Johannesburg South. |
| Closing date: | 18 January 2024 |
| Submit detailed CV to: | Dimpho Modise at vacancies12@witshealth.co.za |
| Advert reference number: | DM – 002 – Data Capturer |
| In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto. | |

Key performance areas

Accurate entry of Survey / Study data in a timely manner
 Ensuring all queries are resolved in a timely manner.
 Maintain documentation as per standard operating procedures
 Participate in on-going Data management training
 Maintain safe and secure storage of all electronic data and case report forms
 Maintain client confidentiality
 Ensure that GCP guidelines are followed
 Ensure the security and confidentiality of this sensitive data
 Prepare files for participant visits in accordance with protocol visit requirements and site procedures

Required minimum education and training

Matric
 Certification or qualification in a data related field
 Computer literacy using MS Excel and MS Access

Required minimum work experience

At least 1 years' experience in data capturing
 At least 1 years' experience working in clinical trials
 The ability to work in a complex and demanding environment

Desirable additional education, work experience and personal abilities

Preference will be given to candidates with expertise with Medidata RAVE and or Redcap
 Must possess strong organizational skills
 Must be detail orientated
 Must be able to work as a member of a team
 It is expected that s/he will apply consistent adherence to intentional research and GCP practices.

Should you be interested in applying for this vacancy, please send an email to vacancies12@witshealth.co.za. The subject heading of the email must read **DM – 002 – Data Capture** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV