



## University of Cape Town Lung Institute ALLERGY AND IMMUNOLOGY UNIT

### DATA CAPTURER

The **Allergy and Immunology Unit (AIU)**, based at the University of Cape Town Lung Institute ([www.lunginstitute.co.za](http://www.lunginstitute.co.za)), requires applications for a **DATA CAPTURER\*** to work on a **Fixed Term Contract**.

The Allergy and Immunology Unit was established in 2000 to provide state of the art clinical and laboratory services for the diagnosis and management of allergic and immune-based diseases, with a mission to transform lives of patients through innovative science and compassionate care.

#### Minimum Requirements:

- Grade 12 / National Senior Certificate or Equivalent
- 2 years' experience in related field (electronic data capturing)
- Experience in a clinic / health care environment
- Knowledge of medical terminology
- Computer Literacy (MS Outlook, MS Excel, MS Access, Internet and electronic Data Management Systems)
- Excellent interpersonal and communication skills (Fluency in English)
- Excellent organisational and time management skills
- Strong attention to detail and accuracy
- Willingness to work in a Covid-19 environment

#### The following will be advantageous:

- Fluency in another South African Language (Afrikaans or Xhosa)
- Previous research experience
- Knowledge of Good Clinical Practice (GCP)
- Familiarity of Research Documentation Standards

#### Responsibilities include (but not limited to):

- Accurately enter data related to multi-national research projects,
- Double data entry of patient recruitment forms
- Error checking and query investigation
- Accurate document filing
- Perform other research related duties as assigned.

#### Additional Information:

- 6-month Fixed Term Contract
- Working hours: 40 hours per week, Monday to Friday

**To apply**, interested applicants are requested to submit a **Cover Letter** and **Updated Curriculum Vitae (CV)** including the names and contact information of two contactable references to: [uctlirectruitment@uct.ac.za](mailto:uctlirectruitment@uct.ac.za)

**Applications will only be accepted via email.**

**Telephone:** 021 406 6882

**Website:** [www.lunginstitute.co.za](http://www.lunginstitute.co.za)

**Reference (in subject line):** Data Capturer: AIU

**Closing Date:** 07 February 2023

Only shortlisted candidates, who **respond with the correct reference**, will be contacted and may be required to undergo a competency test. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

**\*Please Note: This Position is not on UCT Conditions of Service.**