



# DATA ADMINISTRATOR

(Payclass 06; T1 - 24 months)

## DESMOND TUTU HIV CENTRE

### DEPARTMENT OF MEDICINE

### FACULTY OF HEALTH SCIENCES

The Desmond Tutu HIV Centre (DTHC), based in the Faculty of Health Sciences, is committed to the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

This full-time T1 24 months fixed-term contract position and will be based at Emavundleni Research Centre in Crossroads, Cape Town. The main purpose of this position is to administer the CRS quality control process, including monitoring compliance with required study related activities and GCP standards.

#### Requirements

- Matric certificate<sup>12</sup> or NQF level 4
- 2 years clinical drug trials experience
- 2-3 years' experience as a Data Administrator within a clinical environment
- Working knowledge of clinical trial sponsor databases, e.g. iMediData
- Excellent computer literacy (MS Office suite)
- Current Good Clinical Practice (GCP) certification
- Excellent written and oral communication skills in English.
- Strong interpersonal skills and excellent attention to detail.
- Exceptional organizational skills.
- Ability to set and meet deadlines with high quality work.

#### Responsibilities include:

- Reviews and assures quality and completeness of source documents across all protocols.
- Helps assure data from source documents for the trial are accurately reflected on the Case Report Form (CRF) or electronic CRF.
- Keeps track of source documents being filed and entered into the subject folders.
- Transcribe and track that all adverse event, pre-existing condition and concomitant medication data on Case Report Forms.
- Responsible for resolving any transcription discrepancies on the Case Report Form (CRF) and Electronic CRF.
- Performs miscellaneous duties as assigned by the data manager.
- Identifies problems or potential problems and reports them to the data manager

The annual remuneration package is negotiable between R160 527 and R295 547

**To apply**, please e-mail the completed **UCT Application form (HR201)** and all other relevant documentation including two contactable references as indicated on the form, clearly indicating **"Data Administrator"** followed by the reference number in the subject line to email – [Cynthia.John@hiv-research.org.za](mailto:Cynthia.John@hiv-research.org.za). A cover letter is required, describing in detail the applicant's experience in clinical drug trials.

**Telephone:** 021 650 5847  
**Websites:** [www.desmondutuhivfoundation.org.za](http://www.desmondutuhivfoundation.org.za) and [www.medicine.uct.ac.za](http://www.medicine.uct.ac.za)  
**Reference number:** E23321  
**Closing date:** 14 April 2023

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.

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UCT reserves the right not to appoint.